BUSINESS TOOLS INC

LEVEL 3

All of the information contained within this manual and the accompanying software programs are copyrighted by Business Tools, Inc. All rights are reserved. This manual may not be copied or reproduced, in whole or in part, using any means whatsoever, without prior written approval from Business Tools, Inc.

Business Tools, Inc. makes no warranty expressed or implied about the fitness of this manual or accompanying software product to fulfill any need. Business Tools, Inc. reserves the right to make changes to this manual or the accompanying software product without notice to any person or company. Business Tools, Inc. shall not be liable for any indirect, special, consequential or incidental damages resulting from the use of the manual or accompanying software.

(c) Copyright 1985 Business Tools, Inc.

System Control Codes

NOTE: The following are the system control codes with a space rovided for you to put in changes that you have made in the nstallation program. You should keep this handy until you become more familiar with the program. **Note: ctrl A means while pressing the control (ctrl) key on your keyboard also press the A key.**

Control Command	Default	Yours
Quit program and return to main menu. This will work in any program unless the program has restricted you from leaving the program.	ctrl A	
Quit program and return to previous menu.	ctrl Q	
ind first record in a file (must be ey field). **Note: Key fields in standard TAS programs are generally denoted by being enclosed by square brackets [ ]**	ctrl B	
Find last record in a file (must be key field).	ctrl E	
Find record by a value or partial value entered into a field (must be a key field).	ctrl F	
Find next record (must do a beg, end, or find by value first).	ctrl N	
ind previous record (must do a beg, d, or find by value first)	ctrl P	
Save record (if you don't want to continue entering and just want to go to the save routine in the program).	ctrl W	

Note: This will work only if the save trap has been enabled in a program.	
Delete record (if you want to delete the record currently on the screen). Note: This will work only if the delete trap has been enabled in a program.	ctrl X
Clear record buffer will clear the record currently on the screen so that you may enter a new record.	ctrl C
Delete the character under the cursor.	ctrl D
Delete the character to the left of the cursor. (this is the specific key on your keyboard titled DEL)	DEL
Insert character at cursor (move all characters right of the cursor to the right 1 space).	ctrl I
Restore the original field that was present before you started making changes.	ctrl R
Clear the current value of a field.	ctrl U
Move the cursor left one character in a field.	Left arrow Key
Move the cursor right one character in a field.	Right arrow Key
Move the cursor to the previous entry field.	Up arrow key
Move the cursor to the next entry field.	Down arrow Key

TABLE OF CONTENTS

Introduction & Installation Section.....I-1 to I-2

Used for initially installing TAS LEVEL 3 on your system.

Menu Explanations.....II-1 to II-12

This shows each menu item, what it is used for and when it should be used.

Payroll.....II-2 to II-4
Inventory Control.....II-5 to II-8
Sales Order Entry.....II-9 to II-10
Purchase Order Entry.....II-11 to II-12

Program Explanations.....III-1 to III-103

This takes each program, explains each of the fields on the screen and how to operate that specific program.

Payroll.....III-2 to III-34
Inventory Control.....III-35 to III-66
Sales Order Entry.....III-67 to III-87
Purchase Order Entry.....III-88 to III-103

Appendicies.....A1 to C40

Appendix A.....A1 to A6

A list of each menu item and what the program name is.

INTRODUCTION AND INSTALLATION

Introduction

Welcome to the third level of The Accounting Solution. As with Level 1 (Language/Data Base manager) and Level 2 (Accounts Receivable, Accounts Payable, and General Ledger), our attempt is to bring to the market good quality, supported business software at a reasonable price. In this group of programs we provide you with the means to: Calculate and print payroll checks for your employees; maintain your inventory; enter sales orders and print invoices; and enter purchase orders and record receipts.

To avoid becoming too redundent we recommend that you take the time now to familiarize yourself with the information in the installation section of the Level 2 manual (Red cover). The items covered in that manual apply to Level 3 and should be completed before Level 3 is started.

The only major change that should be noted is the Central Information Maintenance Programs are now 8-1 thru 8-4. The 8-1 screen now appears as follows:

```
                THE ACCOUNTING SOLUTION (tm)
                    Central Information Maintenance

    User Name: Test Company                  Fiscal Year Start: 1/ 1/1985
      Address: Any Street                        Today's Date: 2/10/1985
City, St, Zip: Your City       , ST 99999

Program Locs: G/L: @ A/P: @ A/R: @ P/R: @ I/C: @ S/O: @ P/O: @
G/J Batch Num:     9 Posting Numbers: G/J:  36 M/T:  20 System Wide:  22

A/R Inv Num:    132 A/P Inv Num:    219 S/O Num:    113   P/O Num:    102
```

Thank you again for choosing the full range of Business Tools, Inc. accounting packages. We hope that you will always be pleasently surprised at the value you receive for your software dollar when you invest in our products. And, as with all TAS products, if you have any suggestions on how to improve this manual or product please do not hesitate to call or write.

MENU EXPLANATIONS

II. MENU ITEM EXPLANATIONS

The following are each of the items on each menu. A short explanation follows each title which explains when it is used, and why or for what purpose. This is similar to what is displayed on your crt screen when you enter a ? for the help screen.

```
Business Tools, Inc.
The Accounting Solution(tm)

Main Application Menu

     LEVEL 3

0) Language Menu
1) General Ledger
2) Accounts Receivable
3) Accounts Payable
4) Payroll
5) Inventory Control
6) Sales Order Entry
7) Purchase Order Entry
8) Central Information Maintenance
9) Set system date

#  Please enter the number
   of your choice from the
   options above.

Today's Date  2/10/1985
```

The main menu screen that will chain to the other menus is above. By choosing the appropriate number you can run the appropriate program. Menu numbers 1, 2, 3, and 8 are covered in the Level 2 manual.

```
                    PAYROLL PROGRAMS

     MAINTENANCE PPROGRAMS          |     PAYROLL CREATION PROGRAMS
1)  Maintain Employee File          |  9)  Enter Pay Information
2)  Maintain G/L Interface File     |  10) Print Payroll Register
3)  Maintain Pay Amounts File       |  11) Print Payroll Checks
4)  Print Employee General Info     |  12) Post Payroll Checks printed
5)  Print Employee Pay History      |  13) Choose Taxes to be Paid and
6)  Print Quarterly Information     |      Transfer them to Accounts Payabl
7)  Print W-2's                     |
8)  Maintain Fed Tax Tables         |
                                    |
```

Please Enter the Number of Your Choice
(Enter 0 or CR to return to Main Application Menu.
Enter ? for help screens)

4-1 Maintain Employee File - This is the program you will use to enter new employees or change information for current ones. Use this program to enter the employee into the payroll file prior to entering payroll information or printing payroll checks. A new employee may be entered at any time.

4-2 Maintain G/L Interface File - Before any payroll checks are printed you must first enter the apporpriate General Ledger Chart of Accounts numbers into this Interface file.

4-3 Maintain Pay Amounts File - A record must be entered into this file for each payrate that could be included on any payroll. These records should be entered before the first payroll is entered. If new employees with unique payrates are entered or payrates are changed then new records may be entered or previous ones changed.

4-4 Print Employee General Information - This program will print the information maintained in each individual employee record.

4-5 Print Employee Pay History - This program will print the record of each payroll that has been calculated for a particular employee or all employees. Each item that was included on the original payroll register is included here.

4-6 Print Quarterly Information - This program will print the totals for the quarter of all payroll information. It would be used when creating the reports required by the Federal and State governments.

4-7 Print W-2's - Will print the year end information for each employee on W-2 forms. NOTE: This program will also delete any employees who have Terminated = Y in their master file.

4-8 Maintain Fed Tax Tables - This program will allow you to change the Federal Exemptions and Withholding amounts if they change from year to year. Only the annual rates are necessary since the program will calculate the other periods as necessary.

4-9 Enter Pay Information - This is the first program you would use when entering the information for a specific payroll. Each employee that is not marked as terminated will be displayed and you may choose to calculate a payroll for them if desired. Also, if you have made an error when entering the initial information you may go back and change your original entry.

4-10 Print Payroll Register - After you have entered the specific payroll information using

program 4-9 above you would then print a payroll register to double check your entries. If all was correct you could then continue on and print the checks. NOTE: You should keep this register in a safe place since it is the best record of what the payroll was for that period. After the payroll checks have been posted you will NOT be able to run this report again.

4-11 Print Payroll Checks - Once the payroll register has been run and all entries have been checked for accuracy you may then print the payroll information on the appropriate check forms. If anything happens while printing the checks this program may be run again.

4-12 Post Payroll Checks printed - This program will take the information printed on the payroll checks and post it to the appropriate files. This must be done after the payroll checks have been printed properly since they cannot be run again once they have been posted.

4-13 Choose Taxes to be Paid and Transfer them to Accounts Payable - Once the checks have been run and posted (4-11 and 4-12) you may then, if desired, transfer the taxes owing (Federal, State, etc.) to the appropriate A/P Vendor files so that a check may be issued for the correct amounts.

INVENTORY MAINTENANCE PROGRAMS	INVENTORY PRINTING PROGRAMS
1) Maintain Inventory File and display general info	8) Print Inventory General Information
2) Maintain Price Matrix File	9) Print Inventory Availability
3) Maintain Salesperson File	10) Print Inventory Sales Informatic
4) Maintain Taxing Authority File	11) Print Inventory In/Out Record
5) Enter Amounts for new Inventory Items	12) Print Inventory Price List
6) Transfer Inventory Amounts from one Profit Center to Another	13) Print Inventory Code and Description
7) Transfer Taxes Owing to the Accounts Payable	14) Print Salesperson Information
	15) Print Salesperson Code and Name
	16) Print Price Matrix Information
	17) Print Taxing Authority Information
	18) Print Taxing Auth Code and Name
	19) Print Inventory Transfer Report

Please Enter the Number of Your Choice
(Enter 0 or CR to return to Main Application Menu.
Enter ? for help screens)

5-1 Maintain Inventory File and Display General Info - This program is used for entering new inventory items or changing current ones. You will also be able to check on the different prices for the various price levels and also what amounts are on hand at the different profit centers. You may also add non-inventory items ('N') that will appear on the sales order but do not effect physical inventory.

5-2 Maintain Price Matrix File - The price matrix file is used as a variable method of setting different price levels for the customer inventory mix. Each customer is assigned a price level from 1 thru 9 (see A/R 2-1). Each inventory item is assigned a price matrix number from 1 thru 999. When the item is added to a sales order the program looks up the specific

price matrix record and then depending on the customers assigned price level, a sales price is calculated by multiplying the appropriate rate in the price matrix record by the price base in the inventory record.

5-3 Maintain Salesperson File - You must enter a record for each salesperson who will appear on a sales order. Sales and commission information will be maintained on a monthly basis for an entire year.

5-4 Maintain Taxing Authority File - You must enter a record for each taxing authority that will appear on a sales order. Sales and taxes collected information will be maintained on a monthly and yearly basis.

5-5 Enter Amounts for new Inventory Items - This program should be used when setting up the inventory files initially. Any entries made using this program will not effect the G/L. A record for the specific profit center will be added including the appropriate G/L Account Numbers. NOTE: Before an item may be entered on a sales order at least one profit center record must be present. This also pertains to non-inventory ('N') items.

5-6 Transfer Inventory Amounts from one Profit Center to Another - Used when you are transfering physical inventory or just want to change the amounts in the different profit center records and the appropriate accounts in the G/L.

5-7 Transfer Taxes Owing to the Accounts Payable - This program will allow you to take the sales taxes collected in the sales order program and create the appropriate records in the A/P files so that a check may be written.

5-8 Print Inventory General Information - This program will print the information entered in program 5-1.

5-9 Print Inventory Availability - Prints the amounts on hand, on reserve, and location for each of the inventory items on file.

5-10 Print Inventory Sales Information - Prints the units sold, gross sales, cost of goods sold, net sales and percentage of net to gross by months for each inventory item on file.

5-11 Print Inventory In/Out Record - Prints a listing of each of the transactions that has occured for the individual inventory item. Included on the print out are the date of the sales or purchase order, order number, number of units in or out and the total dollars for that order. For each item the total number of units in and out and the net dollars is also printed.

5-12 Print Inventory Price List - This program will print out the code, description, price base, cost base and price matrix number for each item.

5-13 Print Inventory Code and Description - A single line print out including the code, description, category, class and vendor.

5-14 Print Salesperson Information - Will print out all the information, including sales and commissions, for the individual salesperson.

5-15 Print Salesperson Code and Name - A single line print out including just the code and name of each salesperson.

5-16 Print Price Matrix Information - A single

line print out of each of the 9 price level multipliers for each of the price matrix records.

5-17 Print Taxing Authority Information - Will print out all the information, including sales and taxes withheld, for each taxing authority.

5-18 Print Taxing Auth Code and Name - A single line print out including just the code and name of each taxing authority.

5-19 Print Inventory Transfer Report - Will print the record of the inventory transfers entered thru program 5-6.

SALES ORDER ENTRY PROGRAMS

1) Enter, Change or Delete Sales Orders
2) Print Out Sales Order Information
3) Print Listing of Inventory Items on S/O's
4) Print Picking Lists
5) Release Sales Orders ready for Invoicing
6) Print Invoices from Sales Orders
7) Print Labels from Invoices
8) Post Invoice Information to Inventory and Accounts Receivable, and Salespeople

---

Please Enter the Number of Your Choice
(Enter 0 or CR to return to Main Application Menu.
Enter ? for help screens)

6-1 Enter, Change or Delete Sales Orders - Use this program to enter new sales orders, change or delete those already entered. The sales order is the precursor to the invoice. Each sales order may have multiple invoices. The procedure for invoicing is to first enter the sales order using this program, print the information entered using program 6-2 and the pick list (6-4) if desired. If the items have been marked as Not ready to invoice then you could use program 6-5 to release all or just some of the line items. You would then print the invoices (6-6) and using program 6-7 print labels for the boxes if desired. The final step is to post the results to the appropriate file using program 6-8.

6-2 Print Out Sales Order Information - This program will print out the entire sales order including the cost for each line item and the gross, cost and net for the entire sales order.

6-3 Print Listing of Inventory Items on S/O's - This program will print out the inventory items on each of the sales orders in product code order. Included in the print out are the product code, number of units ready to ship, number of units back ordered, price, number of units invoiced and last invoice number.

6-4 Print Picking Lists - This program will print out the picking lists so that an order may be filled and shipped. Space is provided so that the actual number of units shipped may be written in. Also, for specific serial numbers for those items that have them.

6-5 Release Sales Orders ready for Invoicing - If you have marked the line items as N for the ready to invoice entry then you would need to use this program before printing the invoice. Only those items marked as ready to invoice (RTI = Y) will be printed. You may also change the number of units to ship or back ordered when using this program. Also, specific serial numbers are entered at this time.

6-6 Print Invoices from Sales Orders - This program will print the actual invoices.

6-7 Print Labels from Invoices - You may use this program to print labels for the packages based on the number of boxes entered in program 6-5.

6-8 Post Invoice Information to Inventory, Accounts Receivable and Salespeople - Use this program after the invoices have been printed properly but before printing new invoices. NOTE: This must be done or all the sales information for the invoices printed will be lost.

PURCHASE ORDER ENTRY PROGRAMS

1) Enter, Change or Delete Purchase Orders
2) Print Out Purchase Order Information
3) Print Listing of Inventory Items on P/O's
4) Print P/O's on P/O forms
5) Receive items on P/O's
6) Post Receipt Information to Inventory and Accounts Payable

---

Please Enter the Number of Your Choice
(Enter 0 or CR to return to Main Application Menu.
Enter ? for help screens)

7-1 Enter, Change or Delete Purchase Orders - Use this program to enter new purchase orders, change or delete those already entered. The purchase order must be entered before receipts may be recorded. Each purchase order may have multiple receipts. The procedure for receiving inventory is to first enter the purchase order using this program, print the information entered using program 7-2 if desired. As items are received they would be recorded using program 7-5. The final step is to post the entries to the appropriate file using program 7-6.

7-2 Print Out Purchase Order Information - This program will print out the entire purchase order including the cost for each line item.

7-3 Print Listing of Inventory Items on P/O's - This program will print out the inventory items on each of the purchase orders in product code order. Included in the print out are the product code, number of units ordered, cost, number of units received, number of units

invoiced, and last invoice number.

7-4 Print P/O's on P/O forms - If you wish to print out the purchase orders on actual forms you may use this program, however, it is not required.

7-5 Receive items on P/O's - When inventory is received you would use this program to record those receipts in the inventory file. An invoice is automatically added to the Accounts Payable.

7-6 Post Receipts and Invoice Information to Inventory, and Accounts Payable - Use this program after receipts have been recorded.

PROGRAM EXPLANATIONS

III. PROGRAM EXPLANATIONS

This section of the manual will take each program and explain each of the different entries on the screen and how it operates.

4-1 Maintain Employee File

```
EMPLOYEE MAINTENANCE PROGRAM

Employee Code: [**********]
Emp Last Name: [                    ]
Emp First Nme:
Address:

City, St, Zip:
Phone:                                  SSN:
Terminated:                        Start Date:
FUTA exempt:    ?                  Ag Employee:

Marital Status: ?
Federal Exempt: ?       Added Fed Withholding:
State Exempt:   ?       Added St Withholding:
City Exempt:    ?       Added City Withholding:

Pay Type:       ?       Pay period: ?       State Code:
Norm Pay Code:  ?                   Outstanding Draws:
```

This program is used to enter employee records previous to entering payroll data. It would be used any time you wanted to add or change a new employee. NOTE: You cannot delete an employee until the print W-2 program (4-7) is run at the end of the year. However, if you mark the employee as terminated (Y), the employee record will not come up during payroll information entry.

Field Explanations:

Employee Code - A 10 character alphanumeric code that you may design in any way. This is the

code the employee record would be found by in all programs and print outs.

Emp Last Name - The employee's last name so that the records may be sorted properly in last name order. 25 characters alphanumeric.

Emp First Name - The employee's first name and middle initial or name. 25 characters alphanumeric. NOTE: On the payroll check the employee's name will print properly, first name first, with no extra spaces between the first name and the last.

Address - The employee's street address. 2 lines of 25 characters each.

City, St, Zip - The employee's city, state and zip. City is 15 characters, state is 2 and zip is 10.

Phone - Employee's phone, 12 characters.

SSN - The employee's social security number. 11 characters.

Terminated - (Y/N) Whether or not the employee has been terminated. When a new employee is entered this defaults to N. If you set it to Y then no payroll information will be allowed for this employee and after W-2's are run the employee record will be deleted.

Start Date - The first day the employee started working for the company. Defaults to today's date.

FUTA Exempt - (Y/N) Whether or not the employee is exempt from Federal unemployment insurance. Generally N.

Marital Status - M - Married / S - Single / H - Head of Household.

Federal Exempt - The number of Federal iptions the employee claims on the W-4 form. the employee is exempt from Federal withholding then this should be 99.

Added Fed Withholding - If the employee wants to have more withheld from their paycheck then put the amount in here.

State Exempt - The number of State exemptions the employee claims. If the employee is exempt from State withholding then this should be 99.

Added St Withholding - If the employee wants to have more withheld from their paycheck then put the amount in here.

Exempt - The number of City exemptions the . oyee claims. If the employee is exempt from City withholding then this should be 99.

Added City Withholding - If the employee wants to have more withheld from their paycheck then put the amount in here.

Pay Type - H - Hourly / S - Salaried / C - Commission.

Pay period - D - Daily / W - Weekly / B - Biweekly / S - Semimonthly / M - Monthly.

State Code - 2 character code that matches the code assigned to the G/L Interface file record (' '). Each employee must have a state code.

Pay Code - 2 character numeric code that matches the code assigned to the Pay Amount record (Please see program 4-3).

EMPA A EMPLOYEE

Category	Hrs QTD	Amt QTD	Hrs YTD	Amt YTD	Calc Rt	How
Regular	#####.##					
Vacation						
Sick						
FIT Withld						
FICA Withld						
State Withld						
City Withld						
Wrkmns Comp Employee						
Misc Deduct 1						
Misc Deduct 2						
Misc Deduct 3						
Misc Deduct 4						

Hrs QTD - The number of hours worked in each category, quarter to date.

Amt QTD - The amount of salary paid, or, in the case of deductions, the amount withheld, in each category, quarter to date.

Hrs YTD - The number of hours worked in each category, year to date.

Amt YTD - The amount of salary paid, or, in the case of deductions, the amount withheld, in each category, year to date.

Calc Rt - In the case of Vacation and Sick, the rate at which hours for these two categories are accumulated.

How - In the case of Vacation and Sick, how the

rate is applied. H - Rate times hours worked
P - Rate is added each time payroll is
calculated.

Due - In the case of Vacation and Sick, the
number of hours outstanding that are available
for the employee.

Regular - All pay and hours other than vacation
and sick. There may be up to 4 different
regular rates for each payroll calculation.

Vacation - Vacation pay and hours only.

Sick - Sick pay and hours only.

FIT Withld - The amount of Federal withholding
for this employee quarter and year to date.

FICA Withld - The amount of Federal Social
Security withheld for this employee quarter and
year to date. The employee's portion only.

State Withld - The amount of State withholding
for this employee quarter and year to date.

City Withld - The amount of City withholding for
this employee quarter and year to date.

Wrkmns Comp Employee - The amount of workmans
compensation insurance withheld for this
employee quarter and year to date. The
employee's portion only.

Misc Deduct 1,2,3,4 - The quarter to date field
is the amount to be deducted each paycheck for
this employee. The year to date field is the
amount withheld this year.

EMPLOYEE MAINTENANCE PROGRAM Page 3

EMPA A EMPLOYEE

General Ledger Disbursement Accounts

		Account Number	Account Dept
1)	FICA Expense	?######	-
2)	State Unemployment		-
3)	Federal Unemployment		-
4)	Workman's Comp		-
5)	Misc Deduction 1		-
6)	Misc Deduction 2		-
7)	Misc Deduction 3		-
8)	Misc Deduction 4		-

Account Description

********** NOTE **********

THE FOLLOWING ACCOUNTS MUST BE ENTERED FOR EACH EMPLOYEE. IF YOU DO NOT THEN THE AMOUNTS WILL NOT BE POSTED CORRECTLY.

FICA Expense - The G/L Account number and Department where the employer's portion of the FICA will be expensed. NOTE: This would be an expense account not liability. The liability is handled in the G/L Interface file (program 4-2)

State Unemployment - The G/L Account number and Department where the employer's State Unemployment Insurance amount will be expensed. NOTE: This would be an expense account not liability. The liability is handled in the G/L Interface file (program 4-2).

Federal Unemployment - The G/L Account number and Department where the employer's Federal Unemployment Insurance amount will be expensed. NOTE: This would be an expense account not liability. The liability is handled in the G/L Interface file (program 4-2).

Workmans's Comp - The G/L Account number and Department where the employer's portion of the workman's compensation insurance amount will be expensed. NOTE: This would be an expense account not liability. The liability is handled in the G/L Interface file (program 4-2).

Misc Deduction 1,2,3,4 - The G/L Liability Account number and Department where the amounts deducted from the employee will be placed. NOTE: As opposed to the accounts above this is a liability account.

Account Description - As each account entered is found the account description will be displayed here so that you may verify that it is the correct G/L account.

Operations:

To enter a new employee you would first enter the employee code. The system will then check to see if a matching employee already exists with that code. If it does it will be displayed. If it doesn't then you may continue entering the appropriate fields. The entire first screen and the G/L accounts on the third screen must be entered. However, the hourly and pay amounts on the second screen need only be entered if there were previous payrolls this year on a different system.

4-2 Maintain G/L Interface File

```
        PAYROLL G/L INTERFACE ACCOUNTS
State Code: [**]
Type                    Acct Num - Acct Dept  Vendor Code  Amount Outstandi
---------------------   --------------------  -----------  ----------------

Fed Income Tax W/H
FICA W/H and Liability
Fed Unemployment Liab
State Income Tax W/H
City Income Tax W/H
State Unemp Liability
Workmans Comp Liability

Other Rates:            Employee    Employer    Limit       Credit
                        ---------   ---------   ---------   ------

FICA
Fed Unemployment
State Unemployment

Code:
```

This program is used to enter the different G/L account numbers for each of the different states. Make sure you use standard state abbreviations as your state code. This is to assure that if you are in a state that has an income tax that the program will know that and calculate the proper tax.

Field Explanations

State Code - 2 character code should be the standard state abbreviation.

Acct Num - Acct Dept - This is the standard G/L account number and department for each of the different types. NOTE: This is the liability account not the expense account.

Vendor Code - This is the appropriate vendor code that will be used in the accounts payable to create the A/P records for the amount of taxes outstanding when you are getting ready to pay them.

Amount Outstanding - This is the amount of taxes not yet paid for each of the different types.

Fed Income Tax W/H - The amount of FIT withheld from all employees.

FICA W/H and Liability - The amount of FICA withheld and the employer's portion for all employees.

Fed Unemployment Liab - The amount of FUTA for all employees.

State Income Tax W/H - The amount of State income tax withheld for all employees.

City Income Tax W/H - The amount of City income tax withheld for all employees.

State Unemp Liability - The amount of SUTA for all employees.

Workman Com Liability - The amount of workman's comp insurance withheld and the employer's portion for all employees.

Code - In the case of the G/L account number and department this would be the account description if the correct record is found. If the vendor code is being entered then this would be the vendor's name.

Operations:

These accounts and vendors should be entered

before the first payroll is entered. Each time a G/L account and department code is entered the program will check to see if it is accurate. If so the description will be displayed next to Code:. The same applies to the vendors except the name will be displayed.

You must enter proper G/L accounts for each item that will have amounts in it. This is generally all of the above except for State and City Income Tax W/H. However, if you have either state or city income tax then you MUST have proper account numbers for those also. If you don't then the payroll will not post correctly to the G/L.

If you don't enter proper vendor codes you will not be able to transfer taxes withheld to the A/P.

4-3 Maintain Pay Amounts File

```
MAINTAIN PAY CODE RECORDS

Pay Code:          [##]
Pay Desc:
Pay Amount:        ?
Pay Period (H/P): ?

Workmans Comp:
  Employee Rate:
  Employer Rate:
  Calc How (P/H): ?

G/L Expense Account

Acct Number - Acct Dept   Desc
-----------   ---------   ----------------------------

    ?       -
```

This program is used to enter the different pay amounts that will apply to the employees. A pay amount record must be in the file before it can be used during the payroll entry program (4-9).

Field Explanations:

Pay Code - 2 character numeric field may be from 1 thru 99.

Pay Desc - 10 character description of the pay record. This would generally be a major specifier such as, Programmer II, or General Laborer, etc.

Pay Amount - The amount to be added to the employee's check. If this is a salary then this would be the total amount to be added. If this is an hourly rate then it will be multiplied

times the hours entered. NOTE: If no amount is entered then when the payroll information is being entered you will be able to enter an amount at that time.

Pay Period (H/P) - H - The amount entered above is to be multiplied by the number of hours entered at the payroll calculation time / P - The amount entered above is to be added to the paycheck as a gross amount.

Workmans Comp - Employee Rate - The rate to be charged to the employee.

Workmans Comp - Employer Rate - The rate to be charged to the employer.

Calc How (P/H) - P - The workmans comp rates entered above are to be multiplied by total pay amount / H - The workmans comp rates entered above are to be multiplied byhours entered.

G/L Expense Account - Which G/L account this pay should be expensed to. NOTE: This is an expense account.

Operations:

You should enter a pay record for each of the different pay rates, or if the workmans comp rates or the G/L expense account will be different.

Be sure to enter a proper G/L account number.

4-4 Print Employee General Info

PAYROLL

Print Out Employee General Information

Print From Employee Code: **********
Thru Employee Code:

This program will print out the same information as is on the three screens in the employee maintenance program (4-1) on narrow (8 1/2" printable) paper.

Field Explanations:

From Employee Code - The first employee record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will start at the beginning of the file.

Thru Employee Code - The last employee record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last employee record in the file.

Operations:

You would enter the From / Thru employee codes if you want to limit the print out. The report may be sent to the screen, printer or disk. This is a narrow report.

4-5 Print Employee Pay History

PAYROLL

Print Out Employee Payroll History

Print For Employee Code: **********

This program will print the history records for each payroll written for a particular employee or for all the employees. Totals are also printed.

Field Explanations:

Print For Employee Code - If you want the print out for just one employee then enter their code here. If this is left blank then all employees will be printed.

Operations:

You would enter the code if you want to limit the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

4-6 Print Quarterly Information

```
PAYROLL

Print Quarterly Information

Print to the Screen or Printer (S/P): P
```

This program will provide you will all of the amounts necessary to produce the different quarterly reports.

Field Explanations:

Print to the Screen or Printer (S/P) - S - this report will print on the CRT screen / P - this report will go to the printer.

Operations:

This is a unique report in that it is only 1 page long. It may be run any number of times and is automatically cleared at the end of the quarter.

4-7 Print W-2's

```
PAYROLL
Print Out W-2's and Delete Terminated Employees

Working on Employee Code:

Are you sure you want to continue: Y
```

This program will print the W-2's for all employees in the file and then delete those that are marked as Terminated = Y.

Field Explanations:

Working on Employee Code - Each employee code will be displayed as its W-2 is printed.

Operations:

The program will ask if you wish to continue before it starts printing. Be sure that this is the end of the year since ALL payroll amounts will be removed from the employee in preparation for the new year and any employees with a Y in the Terminated field will be deleted.

4-8 Maintain Fed Tax Tables

MAINTAIN FEDERAL TAX TABLES

Exemption Multiplier

Annual 1040.00

You would use this program whenever the IRS released a new Circular E changing the exemption amounts, social security tax rates, or income tax withholding rates.

Field Explanations:

Annual - This is the annual exemption rate multiplier.

MAINTAIN FEDERAL TAX TABLES

Annual - Single

If the total pay amount is:		The amount of tax to be withheld i					
From	To						
1420	4370		plus	12	% of excess over	142	
4370	9600	354.00	plus	15	% of excess over	437	
9600	15200	1138.50	plus	19	% of excess over	960	
15200	22900	2202.50	plus	25	% of excess over	1520	
22900	28930	4127.50	plus	30	% of excess over	2290	
28930	34450	5936.50	plus	34	% of excess over	2893	
34450		7813.30	plus	37	% of excess over	344	

The second screen is used for entering the actual withhholding amounts.

Operations:

The amounts to be entered here are the same as those provided by the IRS in Circular E. Only the annual amounts need be entered since the program will do all the necessary calculations for the other periods. The program will automatically start with the exemption screen and then will ask for the Annual - Single table and then the Annual - Married table. The tables provided with the software will always be up to date at delivery time.

4-9 Enter Pay Information

```
   Emp Code: [EMPA      ] EMPLOYEE                    Ent P/R Info (Y/N):
Std Pay Code: 1                                       Out Draws:
```

Pay Code	Hrs	Add H	Amount	G/L Acct #	
		?		-	Total Hours:
				-	Total Pay:
				-	Deduction 1:
				-	Deduction 2:
				-	Deduction 3:
					Deduction 4:
Vacation Hours					FIT W/H:
				-	SIT W/H:
Sick Hours					CIT W/H:
				-	FICA W/H:
Number of Days in Payroll:					FICA EXP:
					FUTA EXP:
Pay Code Desc:					SUTA EXP:
Amt:					WC W/H:
					WC EXP:
					Net Pay:

This program is where the actual amounts for each payroll will be entered.

Field Explanations:

Emp Code - The employee code. Immediately to the right of the employee code the employee's last name will be displayed.

Ent P/R Info (Y/N) - If you want to enter or change the payroll information for this employee then enter Y.

Std Pay Code - The normal pay code that is in the employee's record.

Pay Code Hrs Add H Amount G/L Acct # - Each employee may have up to 4 different pay rates per payroll. The first one will default to the normal pay code in the employee's record. The first column is the pay code, the second the number of hours at this pay rate. The third column is whether to add these hours to total hours or not. If this is just a shift differential and not normal hours then this field would be N. The Amount column is the total to be paid. If the payrate record is hourly then this amount would be the number of hours times the rate. The G/L Account number also comes from the payrate record and cannot be changed.

Vacation Hours - Allows the same entry as above except it is considered vacation pay instead of regular.

Sick Hours - Same as vacation except this is for sick pay.

Number of Days in Payroll - This is the actual number of days the employee is being paid for. Will default to the number of days in a normal pay period depending on what was entered in the employee's record.

Pay Code Desc and Amt - When you enter a pay code the system will display the pay code description and the payrate for that record.

The following are all the calculated amounts that will appear after the specific payroll information has been entered.

Total Hours - The total of all hours that have been entered and marked as Y under the Add H column.

Total Pay - Gross pay for all categories.

Deduction 1 - The amount of miscellaneous deduction 1.

Deduction 2 - The amount of miscellaneous deduction 2.

Deduction 3 - The amount of miscellaneous deduction 3.

Deduction 4 - The amount of miscellaneous deduction 4.

FIT W/H - The amount of Federal Income Tax withheld.

SIT W/H - The amount of State Income Tax withheld.

CIT W/H - The amount of City Income Tax withheld.

FICA W/H - The employee's portion of the Social Security Tax.

FICA EXP - The employer's portion of the Social Security Tax.

FUTA EXP - The employer's expense for Federal Unemployment Insurance.

SUTA EXP - The employer's expense for State Unemployment Insurance.

WC W/H - The employee's portion of the Workmans Comp Insurance.

WC EXP - The employer's portion of the Workmans Comp Insurance.

Net Pay - The calculated net pay to the employee.

```
   Emp Code: [EMPA      ] EMPLOYEE                    Ent P/R Info (Y/N): '
Std Pay Code: 1                                       Dut Draws:
```

```
Pay Code  Hrs  Add H  Amount    G/L Acct #      Total Hours:
                 ?                   -          Total Pay:
                                     -          Deduction 1:
                                     -          Deduction 2:
                                     -          Deduction 3:
                                                Deduction 4:
Vacation Hours                                  FIT W/H:
                                     -          SIT W/H:
Sick Hours                                      CIT W/H:
                                     -          FICA W/H:
Number of Days in Payroll:                      FICA EXP:
                                                FUTA EXP:
Pay Code Desc:                                  SUTA EXP:
       Amt:                                     WC W/H:
                                                WC EXP:
                                                Net Pay:
```

Operations:

The program will automatically find the first employee record that is not terminated. The code will be displayed and the program will wait at the Enter Payroll Info question. If you enter an N then it will continue on to the next employee.

If you enter Y then the program will check to see if there is already a payroll information record entered. If so it will be displayed and changes may be made. If you wish to remove one or all of the pay amounts entered then just change the paycode to 0. This will

automatically clear all of the other amounts on that line.

The first step in entering a payrate line is to enter the pay code. If this is a new record then the normal pay code from the employee's file will be on the first line. You may use this code or enter a different one if you wish. NOTE: The pay code is the same as you entered in program 4-3.

If the payrate record is in the file then the description and payrate amount will be displayed at the bottom of the screen. Next you will enter the hours. This would be the actual number of hours worked at that payrate. You then have the choice to add those hours to total hours. This would generally be Y however, if this is a shift differential or overtime differential only then you would enter N, or no, don't add to total hours since the number of hours worked at the differential rate is already included in the hours at the base rate. For example, let's say that the normal rate for a certain job is $10.00 per hour. Everyone who is at a certain seniority is paid that rate, however, if the employee is willing to work swing shift they make an additional $3.00 per hour. Employee A has worked 40 hours last week including 10 hours swing. If the normal pay code is 1 and the shift differential code is 2 then the screen would look as follows:

```
   Emp Code: [EMPA      ] EMPLOYEE                    Ent P/R Info (Y/N): Y
Std Pay Code: 1                                      Out Draws:
-------------------------------------------------------------------------------
Pay Code  Hrs  Add H  Amount    G/L Acct #     Total Hours:
   1       40   ?Y     400.00     510-        Total Pay:
   2       10   N       30.00     510-        Deduction 1:
  ##                                 -        Deduction 2:
                                     -        Deduction 3:
                                              Deduction 4:
Vacation Hours                                FIT W/H:
                                     -        SIT W/H:
Sick Hours                                    CIT W/H:
                                     -        FICA W/H:
Number of Days in Payroll:                    FICA EXP:
                                              FUTA EXP:
Pay Code Desc: PAY RATE 2                     SUTA EXP:
        Amt:      3.0000                      WC W/H:
                                              WC EXP:
                                              Net Pay:
```

As you can see we entered a Y to the first Add H, however, the second is N since those weren't additional hours worked but just the differential for that portion of hours.

The same would apply to the Vacation and Sick Hours and pay entry. Generally, however, those would be added hours not differentials.

The Number of Days in Payroll is the next entry and is very unique to most payrolls. This feature will allow you to pay the employee for more than just the standard pay period and still calculate the taxes properly. For example, let's take our employee A again and you will notice in the following screen that they also received a 40 hour vacation payment. If this was all accounted for in their normal 5 days the

Federal and State taxes (if applicable) withheld would be much more than if accounted for over the normal two weeks. So, in this case you would enter 10 (for two 5 day weeks) instead of the normal default of 5. The taxes will be calculated correctly and you will only need to generate one check instead of the normal two! NOTE: If your company policy is to put vacation on a separate check then you may do that however, only one check may be entered at a time for any employee. You would have to print and post their first check and then you may enter the second.

```
   Emp Code: [EMPA      ] EMPLOYEE                    Ent P/R Info (Y/N): Y
Std Pay Code: 1                                      Out Draws:
-------------------------------------------------------------------------------
Pay Code  Hrs  Add H  Amount    G/L Acct #     Total Hours:
  1        40   ?Y     400.00    510-         Total Pay:
  2        10   N       30.00    510-         Deduction 1:
                                   -          Deduction 2:
                                   -          Deduction 3:
                                              Deduction 4:
Vacation Hours                                FIT W/H:
  1        40   Y      400.00    510-         SIT W/H:
Sick Hours                                    CIT W/H:
                                   -          FICA W/H:
Number of Days in Payroll:  10                FICA EXP:
                                              FUTA EXP:
Pay Code Desc: PAY RATE 1                     SUTA EXP:
        Amt:     10.0000                      WC W/H:
                                              WC EXP:
                                              Net Pay:
```

Once all the entries have been made the program will calculate all of the taxes. They will be displayed next to the entries you have made. The system will then ask:

Do you want to change the deductions ? (Y/N)

If you want to change any of the calculated deductions then you would enter Y and the program will allow changes to any amount other than Total Hours, Total Pay or Net Pay. Net Pay will be recalculated and displayed and you may make more changes until the correct amounts are displayed. This is very helpful in entering post payroll entries where the original entries may be slightly different than those calculated by the computer.

If the answer to the change deductions question is N then the system will display:

Are all the entries correct for this
employee ? (Y/N)

If everything entered is correct then you would enter a Y, the information will be saved, and the program will continue with the next employee, if any.

This procedure will continue until the last employee is reached at which time you will be notified that there are no more employees.

After you have entered all the payroll information for all employees you should print out a payroll register (program 4-10) and make sure that all entries were correct. If they are not you may return to this program and make the corrections. If they are then you would print the payroll checks (program 4-11) and after the

checks have printed correctly you would then post the payroll amount using program 4-12.

4-10 Print Payroll Register

```
PAYROLL

Print Out Employee Payroll Register

Press Any Key to Continue *
```

This program will print out the payroll information and calculations entered thru program 4-9.

Operations:

The only operation action for this program is to make sure the printer is ready. Information for each employee will be printed and totals for all employees. This report may be sent to the screen, printer or disk. This is a narrow report.

4-11 Print Payroll Checks

```
PAYROLL
Print Payroll Checks

Enter Checking Acct Number: #
Enter Beginning Chk Number:
Enter Check Date:
```

This program will print on preprinted check forms the payroll information entered in program 4-9. It should be run only after you are satisfield that all entries have been made properly.

Field Explanations:

Checking Acct Number - This is the account number from 1 through 5 that the checks will be written from.

Beginning Chk Number - The first number in the next series of checks. If you are using the preprinted forms we have available there is a number on the check already. It is our recommendation you use that number and then preserve the checks that are not used so that you have either a cancelled check with that number or the original voided check all in numerical order.

Check Date - The date to be printed on the checks.

Operations:

This program is the actual printing routine and will create checks depending on the information

entered in program 4-9. You may rerun this program any number of times until you run the Post Payroll Checks program (4-12). Please be sure that the check forms are in the printer and ready to go.

4-12 Post Payroll Checks printed

```
P A Y R O L L
Post Checks Printed

The checks must be printed correctly before this is run since the
cannot be printed again once posted.

HAVE THE CHECKS BEEN PRINTED CORRECTLY ? (Y/N) *

Enter Date Checks were Printed:

Working on Employee Code:
```

This program will post the checks printed by program 4-11. It should be run **immediately** after the checks have been printed correctly.

Field Explanations:

HAVE THE CHECKS BEEN PRINTED CORRECTLY - If they have not **DO NOT** continue with this program (enter N and you will return to the Payroll menu). Once this program is run you will not be able to reprint the same checks again.

Enter Date Checks were Printed - This would be the same date as that entered in program 4-11.

Operations:

This program must be run as soon after the checks are printed correctly as possible. This is to insure against forgetting to complete this step before new information is entered. As the checks are posted to the various files the employee code being worked on will be displayed.

4-13 Choose Taxes to be Paid and Transfer them to Accounts Payable

PAYROLL
Transfer Taxes Owing to Accounts Payable

State Code: [WA]

Type	Amount Outstanding	Amount to be Paid
Fed Income Tax W/H	563.19	563.19
FICA W/H and Liability	769.26	
Fed Unemployment W/H		
State Income Tax W/H		
City Income Tax W/H		
State Unemp Liability	257.46	
Workmans Comp Liability		

This program will allow you to automatically transfer amounts to the Accounts Payable so that checks may be created for deposits to the appropriate accounts for payroll taxes.

Field Explanations:

State Code - This is the code that would be entered to find the taxes owing for a particular state.

Type - The different types of taxes or insurance amounts that may be collected or due.

Amount Outstanding - The amount of tax or insurance payment that has been calculated as being due for each of the different types.

Amount to be Paid - You would enter this amount for each of the different types. It is the amount you wish to pay at the current time.

Operations:

The first step is to enter the proper state code. The system will then display the amounts owing for each of the types.

You would then enter the amounts to be paid for each of the different types. This amount will default to the entire amount outstanding but you may enter any part.

After all the entries have been made the program will ask if all of the entries are correct. If you answer Y then invoices will be created for each type if there is an amount in the Amount to be Paid column. If a vendor record is not found for the specific type you will be alerted and the amount owing will not be changed.

5-1 Maintain Inventory File and display general info

```
                    I N V E N T O R Y   C O N T R O L

Code:          [**********]          Desc:
Manuf Code:    [          ]          Inventory Type: ?

Price Matrix: ?                      Cateory:                    Class:
Price Base:                          Reorder Level:
Cost Base:                           Reorder Amount:
Calc Cost How:?                      Shipping Weight:
Unit of Msure:                       Usual Vendor:
-------------------------------------------------------------------------------
Last Sale:                 Last Order:                  Avg Num Days To
Last Receipt:              Last Order Number:           Receive Order:

Last Cost:                 Average Cost:                Turnover:
Amt on P/O:                Amt on S/O Reserv:
Amt on B/O:                Amt avail to sell:
                           Total Value O/H:

Units Sold YTD  Gross Sales YTD  COGS YTD      Net           %N/G
--------------  ---------------  ----------    ----------    -----
```

This program will allow you to enter, change, and delete inventory records. There is a similar entry program in the Purchase Order Entry program (7-1) for an inventory item that doesn't exist.

Field Explanations:

Code - 10 character product code.

Manuf Code - 15 character manufacturers code if it is different from the product code. This is

the code that will appear on purchase orders.

Price Matrix - 3 character numeric specifing the price matrix record that will be used for calculating the customer's price for this item.

Price Base - This is the amount used as the price multiplier along with the appropriate price matrix rate during sales order entry.

Cost Base - In the case of N (non-inventory) type inventory items this is the cost multiplier used during sales order entry to determine the cost of goods sold of an item.

Calc Cost How - In the case of N (non-inventory) type inventory items this is how the cost is to be calculated. P - percentage of gross sales amount / F - flat cost per unit.

Unit of Msure - 2 character unit of measure.

Desc - 25 character description of the item.

Inventory Type - R - Regular inventory items / S - Serial numbered inventory items / N - Non-inventory inventory items (These are items that you want to include on sales orders and keep track of sales etc, but do not want to worry about the number of units on hand, etc. This type of item might be labor or repair parts or you might set all of your items to this type (N) if you want to use the sales order entry portion but are not ready to maintain a physical inventory on the computer at this time. At any time you could change the type to R or S and start keeping track of actual units without any change to your programs.)

Category - 3 character code that you could enter to specify that this item belongs to a specific

group of items. It is utilized during print outs to restrict which items are printed.

Class - 3 character code that you could enter to specify that this item belongs to a sub-class within the major category entered above. It is utilized during print outs to restrict which items are printed.

Reorder Level - The number of units below which the item should be reordered.

Reorder Amount - The number of units that should be reordered if the item has fallen below the reorder level.

Shipping Weight - The normal shipping weight for 1 unit.

Usual Vendor - The vendor you would normally purchase this item from.

Last Sale - The date the last sales order was entered for this item.

Last Receipt - The date the last shipment for this item was received.

Last Cost - The last cost that was recorded for this item.

Amt on P/O - The number of units on purchase orders that are still outstanding.

Amt on B/O - The number of units on back orders on outstanding sales orders.

Last Order - The date of the last purchase order that was entered for this item.

Last Order Number - The number of the last

purchase order that was entered for this item.

Average Cost - The calculated average cost for this item.

Amt on S/O Reserv - The number of units to ship on sales orders that have not been invoiced yet.

Amt avail to sell - This is the total number of units on hand less those on reserve.

Total Value O/H - This is the total number of units available for sale and on reserve multiplied by the average cost.

Avg Num Days to Receive Order - This is the average number of days that elapse between placing a purchase order and receiving all of the product.

Turnover - The number of times the entire inventory for this item has 'turned over'. This is calculated by taking the total cost of goods sold year to date and dividing by the average inventory value.

Units Sold YTD - The total number of units sold year to date.

Gross Sales YTD - The gross sales year to date.

COGS YTD - The cost of goods sold year to date.

Net - The net sales year to date.

%N/G - The gross margin percentage of the item or the percentage of net to gross.

Operations:

You would first enter the product code for the inventory item. If a product already exists with the same code the program would display that item. If not you may continue on entering the description, manufacturer's code, etc. If you enter a Type of N then you will be allowed to enter the Cost Base and the Calc Cost How. Otherwise those may not be entered. Remember, any items that are to appear on the sales order other than straight memo lines must be in the inventory file.

The price calculations for this item based on the price matrix code and the price base may be displayed by entering the jump command (default is ctrl J).

INVENTORY CONTROL
Pricing Matrix Information

Product Code: L11-FULL
Price Matrix Code: 1
Price Base: 99.0000

Level	Rate	Price
1	1.0000	99.0000
2	0.7000	69.3000
3	0.6000	59.4000
4	0.5000	49.5000
5	0.4000	39.6000
6		99.0000
7		99.0000
8		99.0000
9		99.0000

Press any key to continue (enter jump command to see on hand)#

If you should enter the jump command code the above would be displayed. The example above shows the calculations for a typical item.

If you should enter the jump command code again then something along the following would appear with on hand records being displayed for each profit center listed for this item.

Prof Ctr	Units Avail	Units Resvd	Location
001	152.0000	10.0000	WEST
002	396.0000	52.0000	EAST

To return to the main screen you may press any key.

Press any key to continue

5-2 Maintain Price Matrix File

```
INVENTORY CONTROL
Pricing Matrix Maintenance

Price Matrix Code: [###]

Level 1:   ?
Level 2:
Level 3:
Level 4:
Level 5:
Level 6:
Level 7:
Level 8:
Level 9:
```

This program will maintain the price matrix record file. The best way to understand the way this works is to imagine a spread sheet or matrix of 999 columns (going across the page) and 9 rows (going down the page). The price matrix number in the inventory record determines which column (record) is going to be used and the customer price level (in the customer master record) determines the row. For example please refer to the following matrix:

		Column		
Row	1	2	3	4 etc
1	1.0000	1.1000	1.2000	1.3000
2	0.9000	0.9500	1.0450	1.2000
3	0.8000	0.9100	1.0000	1.1000
4	0.7000	0.8900	0.9800	1.0000
5	0.6000	0.8630	0.9550	0.9000

etc.

If the customer's price level was 2 and the price matrix number in the inventory record was

4 then the number that would be multiplied by the price base in the inventory record would be 1.2000. So in this case if the price base was $100.00 then the default price in sales order entry for this customer and this specific inventory item would be $120.00. Please note that the numbers above are for examples only and that you need not assign the same rates or price matrix code number unless you wish.

Field Explanations:

Price Matrix Code - This is a 3 character numeric that may be from 1 thru 999. Different inventory items may use the same price matrix code and multipliers but yet end up with different prices on sales order entry since their price bases may be different.

Level 1 - 9 - These are the actual multipliers that will be used in sales order entry depending on the customer's price level. If the multiplier for a particular level is 0 then in sales order it will be forced to 1.

Operations:

You would first enter the price matrix code for the record. If a record already exists with the same code the program would display that record. If not you may continue on entering the different price level multiplier rates.

5-3 Maintain Salesperson File

```
                    INVENTORY CONTROL
                  Salesperson Maintenance

  Code: [**]                          Name:
  Comm Rate 1:                        Comm Rate 2:
  Gross/Net: ?                        Gross/Net: ?

      Quota      Sales      COGS       Net       %N/G    Comm Paid  %C/N
     --------  ---------  ---------  --------  ------  ---------  ------
Jan
Feb
Mar
Apr
May
Jun
Jly
Aug
Sep
Oct
Nov
Dec
YTD
```

This program will allow you to enter, change, and delete salesperson records. You must have at least one salesperson record in the file to run the sales order entry programs.

Field Explanations:

Code - 2 character salesperson code.

Comm Rate 1 - The rate that will be used to calculated commissions for this salesperson from sales.

Gross/Net - G - Calculate commissions based on gross sales / N - Calculate commissions based on

net sales.

Name - 25 character salesperson name.

Comm Rate 2 - Not used at this time.

Gross/Net - Not used at this time.

Quota - The salesperson's quota for each month and the total for the year.

Sales - Gross sales from sales order entry for the salesperson for each month and year to date.

COGS - Cost of goods sold from sales order entry for the salesperson for each month and year to date.

Net - Net sales from sales order entry for the salesperson for each month and year to date.

%N/G - Gross margin percentage from sales order entry for each month and year to date.

Comm Paid - Commissions paid from sales order entry for each month and year to date.

%C/N - The calculated percentage of commissions to gross sales for each month and year to date.

Operations:

You would first enter the code for the salesperson. If a record already exists with the same code the program would display that record. If not you may continue on entering the salesperson name, commission rates and if desired the quotas for each month.

5-4 Maintain Taxing Authority File

```
                    INVENTORY CONTROL
                Maintain Taxing Authority File

Code: [##]                          Name:

I.D. Number:                        G/L Liability Acct Num:
Taxing Rate:                        G/L Liability Acct Dept:
Vendor for
Taxes Owed:

-------------------------------------------------------------

        Taxable Sales  Non-Taxable Sales  Tax Collected  Outstanding Taxes
        -------------  -----------------  -------------  -----------------
YTD
```

This program will allow you to enter, change, and delete taxing authority records. You must have at least one taxing authority record in the file to run the sales order entry programs.

Field Explanations:

Code - The taxing authority code.

I.D. Number - Your tax I.D. number. Not required.

Taxing Rate - The rate at which sales are taxed for this authority. Note: 8.1% is entered as 8.1

Vendor for Taxes Owed - Used in the transfer taxes to A/P program (5-7). This is the vendor code the invoice will be created for when transferring the amount to be paid.

Name - The taxing authority name.

G/L Liability Acct Num and Dept - This is the liability account the tax amount collected will be posted to.

Taxable Sales - The total taxable sales year to date recorded for this taxing authority.

Non-Taxable Sales - The total non-taxable sales year to date recorded for this taxing authority.

Tax Collected - The total tax collected year to date for this taxing authority.

Outstanding Taxes - The amount of taxes collected that have not yet been deposited.

Operations:

You would first enter the code for the taxing authority. If a record already exists with the same code the program would display that record. If not you may continue on entering the taxing authority name, taxing rates and G/L Liability account number. Note: You must have an accurate A/P Vendor code.

5-5 Enter Amounts for new Inventory Items

INVENTORY CONTROL
Enter Profit Center Record

Product Code: [##########]

Profit Center Code:

G/L Interface Accounts	Number	Department
Sales	-	
Cost of Goods Sold	-	
On Hand Inventory Values	-	

Number of Units On Hand:
Inventory Location:

Current Inventory Unit Cost:

NOTE - This Program will not effect the G/L

This program will allow you to enter the on hand records for new items that have not been entered before. This would generally be used when setting up a new inventory since you would just enter the total amount of the inventory value into the appropriate G/L accounts and then just enter the total units into each of the individual inventory records.

Field Explanations:

Product Code - The inventory product code that is being added to.

Profit Center Code - An inventory item may have many different profit centers. Each profit

center has its own on hand amounts and sales, cost of goods sold, and inventory G/L account numbers. Multiple profit centers may be at the same physical location or at multiple locations. The only restriction you want to remember is that only one profit center may be on any one sales order so all on hand records on that sales order must have the same profit center code.

G/L Interface Acct - Sales - This is the G/L income account where all sales for this particular profit center and inventory item would be posted.

G/L Interface Acct - Cost of Goods Sold - This is the G/L expense account where all cost of goods sold for this particular profit center and inventory item would be posted.

G/L Interface Acct - On Hand Inventory Values - This is the G/L asset account where all transactions that effect on hand amounts for this particular profit center and inventory item would be posted.

Number of Units On Hand - The total number of units on hand and available for sale for this particular profit center.

Inventory Location - 5 character location of on hand inventory for this particular profit center.

Current Inventory Unit Cost - If this is the first profit center record entered for this inventory item then you would be able to enter this cost. This is the average cost in the master record.

Operations:

Before you may enter an on hand record you must have entered the matching inventory record. The first step in entering the on hand record is to enter the proper inventory code. If it is found the description will be displayed to the right of the code.

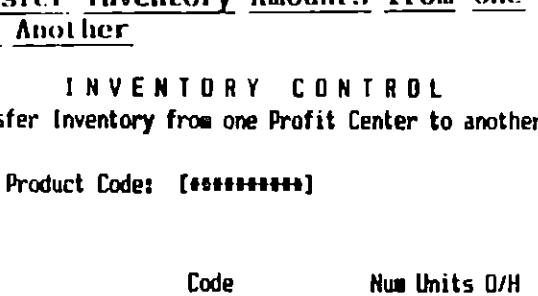
You would then enter the profit center code if any. The code may be left blank if desired.

Then the 3 different G/L interface accounts are entered. You must enter all 3 and they must be accurate. Depending on how intricate you wish to get you should realize that each inventory item and even down to each profit center on hand record within each inventory item may have its own set of G/L interface accounts. This would probably make for a very large G/L Chart of Accounts, however, if you have a limited inventory it's a simple way to list sales from each item in the G/L.

The following is a sample on hand record:

```
                    I N V E N T O R Y   C O N T R O L
                       Enter Profit Center Record

Product Code:  [L11-FULL  ]     TAS Level 1 - CPM-80

Profit Center Code: 003

G/L Interface Accounts          Number   Department
----------------------          ------   ----------
Sales                             400 -
Cost of Goods Sold                500 -
On Hand Inventory Values          130 -

Number of Units On Hand:        200.0000
Inventory Location:             SOUTH

Current Inventory Unit Cost:      79.95##

G/L Account Description:        Inventory

        *** NOTE - This Program will not effect the G/L ***
```

5-6 Transfer Inventory Amounts from one Profit Center to Another



This program will allow you to transfer product from one profit center and its appropriate on hand record to another.

Field Explanations:

Product Code - This is the product code the amounts are going to be transferred for.

Originating PC - This is the profit center code where the units will be transferred from. If an accurate code is entered the number of units on hand will be displayed automatically.

Receiving PC - This is the profit center code where the units will be transferred to. If an accurate code is entered the number of units on hand will be displayed automatically.

Number of Units to Transfer - The actual number of units to transfer from the originating to the receiving profit center.

Operations:

You would enter the product code for the item being transferred. If it is found the description will be displayed immediately under the code.

You would then enter the originating profit center code and its total units available would be displayed. The same would occur for the receiving profit center.

Then enter the number of units to transfer. It cannot be more than that available from the originating profit center. If everything is correct it should look something like the following:

```
                    INVENTORY CONTROL
          Transfer Inventory from one Profit Center to another

     Product Code: [L11-FULL  ]
                   TAS Level 1 - CPM-80

                          Code          Num Units O/H
                          ----          -------------
     Originating PC: 002                 396.0000
     Receiving PC:   001                 152.0000

     Number of Units to Transfer:        10.0000


Is all of the above correct (Y/N) Y
```

5-7 Transfer Taxes Owing to the Accounts Payable

INVENTORY CONTROL
Transfer Taxes Owing to Accounts Payable

Taxing Authority Code: [##]

Amount to Deposit:

This program will allow you to transfer the amount of tax collected for each taxing authority to the A/P so that a check may be printed.

Field Explanations:

Taxing Authority Code - The code number for the taxing authority you are going to be depositing taxes for.

Amount to Deposit - The amount of taxes to pay. Will default to the total outstanding.

Operations:

You would first enter a proper taxing authority code. If the record was found the name would be displayed to the right of the code.

The total amount of taxes collected and not yet deposited will be displayed in the Amount to Deposit field. You may pay all or any part of the taxes owing.

The following is a sample of a typical transaction:

```
                    INVENTORY CONTROL
              Transfer Taxes Owing to Accounts Payable

Taxing Authority Code: [WA]          State of Washington

Amount to Deposit:          1995.95



Is the above entries correct ? (Y/N) Y
```

5-8 Print Inventory General Information

INVENTORY MAINTENANCE
Print the Inventory General Information

Print From Code: **********
Thru Code:

From Category:
Thru Category:

From Class:
Thru Class:

From Vendor Code:
Thru Vendor Code:

This program will print out the general information from the inventory maintenance screen.

Operations:

You may enter the from / thru code (product code), category, class and vendor code if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-9 Print Inventory Availability

INVENTORY MAINTENANCE
Print the Inventory Availability Information

Print From Code: **********
Thru Code:

From Category:
Thru Category:

From Class:
Thru Class:

From Vendor Code:
Thru Vendor Code:

This program will print out the profit center on hand records for all of the regular and serial numbered inventory items.

Operations:

You may enter the from / thru code (product code), category, class and vendor code if desired. If any of these are entered it will have the effect of limiting the print out. If you answer Y to the only those below reorder level you will also limit the program to those items that should be reordered. This report may be sent to the screen, printer or disk. This is a narrow report.

5-10 Print Inventory Sales Information

```
INVENTORY MAINTENANCE
Print the Inventory Sales Information

Print From Code:          **********
      Thru Code:

      From Category:
      Thru Category:

      From Class:
      Thru Class:

      From Vendor Code:
      Thru Vendor Code:
```

This program will print out the sales information from the inventory master record for the entire year by months.

Operations:

You may enter the from / thru code (product code), category, class and vendor code if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-11 Print Inventory In/Out Record

```
INVENTORY MAINTENANCE
Print the Inventory In/Out Information

Print From Code:          **********
      Thru Code:

      From Category:
      Thru Category:

      From Class:
      Thru Class:

      From Vendor Code:
      Thru Vendor Code:
```

This program will print out the in/out record for each inventory item. Normally this file is cleared at the end of each month but you can easily change the end of the month run to not clear. An in/out record shows each transaction that has either added or subtracted from the inventory. It also shows where the record came from, the order number, date and the net dollars in and out for the inventory item.

Operations:

You may enter the from / thru code (product code), category, class and vendor code if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-12 Print Inventory Price List

```
INVENTORY MAINTENANCE
Print the Inventory Price List

Print From Code:          **********
      Thru Code:

      From Category:
      Thru Category:

      From Class:
      Thru Class:

      From Vendor Code:
      Thru Vendor Code:
```

This program will print out the price list for each inventory item. This includes the code, description, price matrix code number, price base, cost base, and type of inventory item.

Operations:

You may enter the from / thru code (product code), category, class and vendor code if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-13 Print Inventory Code and Description

```
INVENTORY MAINTENANCE
Print the Inventory Code and Description

Print From Code:          **********
      Thru Code:

      From Category:
      Thru Category:

      From Class:
      Thru Class:

      From Vendor Code:
      Thru Vendor Code:
```

This program will print out a list of the product code, description, category, class and vendor.

Operations:

You may enter the from / thru code (product code), category, class and vendor code if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

Print Salesperson Information

```
INVENTORY MAINTENANCE
Print the Salesperson General Information

Print From Code:        **
     Thru Code:
```

This program will print out the general information on each salesperson.

Operations:

You may enter the from / thru code (salesperson code) if desired. If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-15 Print Salesperson Code and Name

```
INVENTORY MAINTENANCE
Print the Salesperson Name and Code

Print From Code:      **
     Thru Code:
```

This program will print out just the salesperson's code and name.

Operations:

You may enter the from / thru code (salesperson code) if desired. If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-16 Print Price Matrix Information

```
INVENTORY MAINTENANCE
Print the Price Matrix Information

Print From Code:    ##
     Thru Code:
```

This program will print out the price matrix record with each of the price multipliers.

Operations:

You may enter the from / thru code (price matrix code) if desired. If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-17 Print Taxing Authority Information

INVENTORY MAINTENANCE
Print the Taxing Authority Information

Print From Code: ##
Thru Code:

This program will print out the taxing authority general information.

Operations:

You may enter the from / thru code (taxing authority code) if desired. If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-18 Print Taxing Auth Code and Name

```
INVENTORY MAINTENANCE
Print the Taxing Authority Code and Name

Print From Code:        **
      Thru Code:
```

This program will print out the taxing authority code and name only.

Operations:

You may enter the from / thru code (taxing authority code) if desired. If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

5-19 Print Inventory Transfer Report

```
INVENTORY MAINTENANCE
Print the Inventory Transfer Report

Print From Code:      **********
     Thru Code:
```

This program will print out the inventory transfer records entered thru program 5-7. NOTE: This file is cleared on a monthly basis and should be printed before end of the month run is executed.

Operations:

You may enter the from / thru code (inventory product code) if desired. If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

6-1 Enter, Change or Delete Sales Orders

```
                    SALES ORDER ENTRY
                      Enter Sales Orders

Customer Code: [**********]  Customer Name:
Sales Ord Num: [      ]      Description:

S/O Date:          Expected Ship Dt:        Last Ship Date:
Profit Center:     Cust Ord Num:            Terms:
Number of Lines:   Last Change Dt:          Entered by:
-------------------------------------------------------------------------
Code      Qty to Shp  Qty B/O   Price      Tax RTI Extension
--------  ----------  --------  ---------  --- --- ----------



Tot S/O Amt      Tax          Disc:  %        Tot Amount
-----------      ---------    ---------      ----------

Prod Desc:
```

This program will be used for entering, changing or deleting sales orders.

Field Explanations:

Customer Code - This is the code of the customer who is placing the order.

Customer Name - The matching name for the customer code entered.

Sales Order Num - If this sales order has been entered before then this is where the number

would be entered. If this is a new sales order then just leave this field blank.

Description - 25 character description that will be used as the invoice description and further will be printed on the customer's statement.

S/O Date - The date the sales order was entered. Will default to today's date.

Expected Ship Date - The date the order is expected to ship. Will default to today's date.

Last Ship Date - The date the last invoice was printed.

Profit Center - The profit center code for this order if any.

Cust Ord Num - The customer order number, if any. 10 characters.

Terms - The terms description. This is the default value from the customer file.

Number of Lines - The number of line items in the sales order.

Last Change Dt - The date the last change occured.

Entered by - The initials of the person entering the order. This is a required entry.

Code - The product code being sold.

Qty to Shp - The number of units ordered or atleast the quantity in stock ready to ship.

Qty B/O - This may be the number of units ordered that were beyond the units available or

you may force a quantity to B/O to release units for another order. For example, if Order A was entered and was waiting for another item before it was to ship and Order B was ready to go except for an item on Order A for which there were no more units available. You could change the units on Order A from Qty to Shp to Qty B/O which would return the units to Available status and then Order B could change its back order to Qty to Shp.

Price - The calculated price for this item and customer. May be changed during entry.

Tax - Y - The item is taxed / N - It is non-taxable.

RTI - Y - The item is ready to be invoiced / N - it is not ready, do not print an invoice for this item. A sales order may have mixed items, some ready for shipment and others not. Invoices may be printed for those ready and then further invoices when the other become ready.

Extension - The quantity ready to ship multiplied by the price.

Tot S/O Amt - The total sales order amount.

Tax - The amount of tax on this sale.

Disc - The discount rate for the entire order, if any, and the total discount amount for the order.

Tot Amount - The Tot S/O Amt + Tax - Discount.

Prod Desc - If an accurate product code has been entered then the description will be displayed and the calculated price will be placed in the price column.

Operations:

The first step in entering a sales order is to enter the customer code. If the customer doesn't exist you will be allowed to enter t' direct from this program. The customer en screen is identical to the one in the Maintain Customer File program in A/R (2-1).

Once the customer is found the name will be displayed immediately to the right of the code.

If this is an existing sales order you wish to change then instead of entering the customer code you would enter the sales order number. If the sales order is found all the pertinent information will be displayed. The following will assume that this is a new order.

The S/O and Expected Ship date will default to today's date. The Last Ship Date will rem blank until an invoice is printed. If this for a specific profit center then the code should be entered at the appropriate location. However, you should remember that all items have to be from that same profit center on one sales order. You may enter the customer order number and then your initials for the Entered by field.

```
                    S A L E S   O R D E R   E N T R Y
                         Enter Sales Orders

Customer Code: [ABCCOMWANW]  Customer Name: The ABC Company
Sales Ord Num: [      ]      Description:

S/O Date: 2/10/1985  Expected Ship Dt: 2/10/1985  Last Ship Date:
Profit Center:       Cust Ord Num:    ABC101      Terms: COD
Number of Lines:     Last Change Dt:  2/10/1985   Entered by:    PDM
-------------------------------------------------------------------------

Code      Qty to Shp  Qty B/O   Price     Tax RTI Extension
--------- ----------  --------  --------- --- --- ---------



Tot S/O Amt      Tax          Disc:  %          Tot Amount
-----------      ----------   ----------       ----------

Prod Desc:
Do you want to change any header information ? (Y/N) N
```

Next the program will ask if you wish to make changes to the header. The previous screen shows a typical entry to that point. The following is what may be changed:

SALES ORDER ENTRY
Change Header Information

```
Total Sales Order Discount Rate: ##%

Cust Code:     ABCCOMWAWW
Ship to Code: [ABCCOMWAWW]
Ship to Name:  The ABC Company
Ship to Add1:  111 Pearl Street
Ship to Add2:
Ship to City:  Walla Walla      St: WA    Zip: 99333
Ship to Cntry:                  Contact:  Tom Oyster

Ship Via:      Best Way                        G/L Deptartment:

Slsp 1: PM  % 1: 100  Slsp 2:     % 2:      Slsp 3:     % 3:


Tax Auth: WA    Taxable: Y      Tax Rate:  8.1000

Terms: 1        COD
```

Total Sales Order Discount Rate - If you want to give the entire sales order a discount then the discount rate would be entered here. The default is 0.

Cust Code - The customer code on the order.

Ship To Code - The program will automatically look in the A/R Ship to File for a record with the SAME code as the master customer record. If one is found then it will be used as the ship to information. If not then the ship to address will be set the same as the bill to. If yc want to use a different ship to record the enter the code here.

Ship Via - Defaults to Best Way. You may set it to anything.

G/L Department - This is the G/L Department code that will be added to the Account number for the invoice record. If you have entered a profit center code it will default to that.

Slspl - 3 - You may have up to three salespeople per sales order. The default is just the single salesperson in the customer record. If you want to enter more, or change the first one, then you would enter the codes and assign the percentage that will apply to each. Note: The total of all three must be 100.

Tax Auth - The taxing authority defaults to that in the customer file but may be changed.

Taxable - Whether or not the customer is taxable. Defaults to the value in the customer record.

Tax Rate - Defaults to the value in the Taxing Authority record.

Terms - Defaults to the value in the customer record.

All of the above items are set automatically by the program. You would only have to change the header information if something needed to be changed. However, most of the time you shouldn't have to change the header at all.

After you have entered the first part of the sales order and have made changes to the header you are ready to enter the actual sales order line item records.

The first entry made is the product code. This must be an accurate code and if it is found the product description will be displayed at the bottom of the screen. There must also be a profit center on hand record matching th profit center code for this order for the ite to be allowed.

The quantity to ship is automatically set to 1 but may be changed. You should note that the quantity may be a fraction if necessary. The program will check to make sure that the quantity ordered is available. If it is not the bell will sound and the amount over the amount available will be placed in the Amt B/O column. You will then be able to change amounts if desired or allow the back order to stand.

The price is calculated from the price matrix record, the price base in the inventory record and the price level from the customer recor(It may be changed at this time if desired.

The last two entries are whether the line is taxable or not, and if the item is ready to be invoiced. If the customer is set as non-taxable in the customer master record then all line items will be not taxed. If the customer is taxable then the Tax field will default to Y and you may change it to N if applicable. The Ready to Invoice field defaults to Y and you may change it to N if you want to check before an invoice is printed. Note: You could very easily change this part of the program so that the RTI field defaults to N instead of Y if this is going to be the regular procedure for your company.

Once the RTI field has been entered the progra… will calculate the line extension and will add it to Tot S/O Amt. You are now ready to add

another line, if applicable. Even though only 4 lines appear on the screen at any time you may have up to 100 lines on any sales order. This is an arbitrary number and if you have enough memory in your computer (generally all 16 bit computers) you may increase this number to the maximum which is 255. This is not a simple change but should take less than 1 hour.

Once you have entered 4 lines on the screen the entire set of lines will scroll up one each time a new line has been entered. To get those lines that are now off the screen back on use the up arrow key. This will effectively move each line down one until you are back to the first line. You may also do the same in reverse and by using the down arrow key scroll the lines up the screen until you are ready to add a new record.

If you are changing a previously entered sales order any line item may be changed and new line items may be added to the end of the order by scrolling down the order using the down arrow key. A line may not be deleted once entered however you may reduce both the quantity to ship and the quantity b/o to 0 and this will have the same effect as deleting the line. It will never appear on an invoice and at the end of month run will be deleted.

If you want to delete an entire sales order it may be done at any time while the order is on the screen. Just enter the delete record command (default is ctrl X). If any items have been invoiced this will not be allowed. However, if no invoices have been printed for the sales order the entire order will be removed.

When you are finished entering items you would enter just a CR instead of a product code. The

balance of the sales order totals will be calculated including the discount amount, tax and the net sales order amount. Then the program will ask if all of the above is correct. If it is answer Y and the program will proceed to save the sales order and the line items. A soon as the sales order is saved the item ordered are placed on reserve in the inventory records. If you should change the amounts of an order then the inventory amounts will change also.

6-2 Print Out Sales Order Information

```
SALES ORDER ENTRY
Print Sales Order Information

Print From Sales Order Number: ######
     Thru Sales Order Number:

     From Customer Code:
     Thru Customer Code:

     From Salesperson Code:
     Thru Salesperson Code:

     From Expected Ship Date:
     Thru Expected Ship Date:
```

This program will print out the general information from the sales order file including header information and line items. Gross sale, cost and net is provided for each line item along with totals for the sales order and totals for all sales orders printed.

Operations:

You may enter the from / thru sales order number, customer code, salesperson code and expected ship date if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

6-3 Print Listing of Inventory Items on S/O's

```
SALES ORDER ENTRY
Print Sales Inventory Item Information

Print From Product Code:          **********
     Thru Product Code:

     Print Only if B/O:
```

This program will print out the sales order line item records only in inventory product code order. Included in the print out is the product code, quantity to ship, quantity b/o, price, whether it is taxable, whether it is ready to invoice, the total extension for the line item and the sales order it is on.

Operations:

You may enter the from / thru code (inventory product code) and whether to print only if the item is backordered if desired. If either is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

6-4 Print Picking Lists

SALES ORDER ENTRY
Print Picking List

Print From Sales Order Number: ######
Thru Sales Order Number:

From Customer Code:
Thru Customer Code:

From Salesperson Code:
Thru Salesperson Code:

From Expected Ship Date:
Thru Expected Ship Date:

This program will print out the pick lists for the sales orders entered. Included in the print out are the sold to and ship to information, the sales order and customer order numbers, and the line items. For the line items the product code, description, location and quantity to ship are printed. Space is also provided for the initials of the person filling the order, the number of boxes to be shipped, and the total weight of the order. Also for each line item space is provided to enter the actual number of items shipped. If the line item is a serial number type then a space is provided for each serial number that is to be shipped. This will allow the shipper to write in the serial numbers used.

Operations:

You may enter the from / thru sales order number, customer code, salesperson code and expected ship date if desired. If any of these

are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

6-5 Release Sales Orders ready for Invoicing

```
SALES ORDER ENTRY
Release Sales Order Line Items

Sales Order Number: [######]     Desc:
    Customer Code:

Line Item #:                     Ready to Invoice (Y/N):

                                 Product Code:

                                 Num Units to Ship:

                                 Num Units B/O:

                                 Actual Price:
```

This program is used to release those lines ready to be invoiced so that an invoice may be printed. This program also allows last minute changes in quantity and prices.

Field Explanations:

Sales Order Number - The sales order number assigned by the system in program 6-1 to the ordered entered.

Desc - This is the description entered for the sales order and will be displayed automatically if the correct order is found after you enter the order number.

Customer Code - This is also automatically displayed from the sales order record.

Line Item # - The actual line item number of the

sales order item being displayed. You will be able to enter your own number if you want to release a specific item.

Ready to Invoice (Y/N) - This is the same as the RTI field in the sales order entry (program 6-

Product Code - The inventory product code from the line item record.

Num Units to Ship - Defaults to the quantity to ship in the line item record.

Num Units B/O - Defaults to the quantity b/o in the line item record.

Actual Price - Defaults to the price in the line item record.

Operations:

The first step is to enter the sales ord number. If the order is found the description and customer code will be displayed along with the first line to be released.

The program will ask if you wish to release the entire order. If no changes are to be made to the order then you would want to answer Y. The program will then mark each of the line items as ready to invoice and will proceed directly to the number of boxes step.

If changes are to be made or only certain lines are to be released then you would answer the entire order question N. The program will then allow you to enter the line number to be released. If more or less units are to shipped you may make the change now and same true for the price per unit. After a line has been changed and saved the program will

automatically increment the line item number and will display the next item. This will continue until all items have been displayed. Note: You may change the line item number at any time and the program will find the correct line item. Also a line may be changed more than once if necessary.

If you finish releasing line items before the end of the order is reached or you do not want to change anything in the line items but want to change the following items then you may enter the jump control command (default ctrl J) or clear the line number (ctrl U - or enter 0) and the program will skip the rest of the lines.

After all the lines have been displayed the program will then ask for the number of boxes to be shipped. This is to assure that the correct number of labels will be printed in program 6-6. So, if you want extra labels to print be sure to enter the correct number now.

The last step in releasing a sales order for printing is that up to 40 verbage lines may be added to the invoice. Each line may be up to 40 characters in length. The program will ask if you want to add general comment lines. If you enter Y then a screen will be displayed where you may enter up to 20 lines. If you use all 20 then a second screen will be displayed for the balance. To stop entering lines then just enter CR on a new line. This will alert the program that the entry is finished. This means that if you want a blank line to separate other comment lines on the sales order you must put at least one character on the line. We recommend you use a dash (-) or period (.) as they are the most unobstrusive. If you have entered comment lines previously and have yet to print the invoice you may change those lines. You would enter the

sales order number as you did initially and answer N to the release all question. Enter the jump control command (default ctrl J) and just accept the default for the number of boxes. When the program asks whether to you want t enter general comment lines answer Y and th previous lines you entered for this sales orde will be displayed and changes may be made.

The next step in the sales order procedure is to print the invoice.

6-6 Print Invoices from Sales Orders

```
SALES ORDER ENTRY
Print Invoices from Sales Order Entry

Print Invoices for the following Sales Orders:

From Sales Order Number: ######
Thru Sales Order Number:
```

This program will create invoices for the line items ready to be invoiced.

Operations:

You may enter the from / thru sales order number if you want to restrict which sales orders are to be printed. NOTE: If you have already printed sales orders and everything was correct then you **MUST** run the post invoices program (6-8) before you run new invoices. If you don't then the information from the last set of invoices will be lost and **CANNOT** be recovered. The program will warn you of this and will give you a chance to back out. However, (there's always a however!) if you are reprinting the same invoices because of an error then you may continue on and the program will initialize the appropriate files.

Please be sure that the proper forms are in the printer before continuing.

6-7 Print Labels from Invoices

```
Print Labels from Sales Orders that have been Invoiced

From Invoice Number: ######
Thru Invoice Number:
```

This program will print the proper number of labels for invoices that have been printed.

Operations:

You may enter from / thru invoice number if you want to restrict which invoices have labels printed. Normally you would not enter any numbers and the program will print the labels for all invoices. Note: You must run thi program before the posting program (6-8) if yo want to print the labels. The program will print on large size shipping labels.

6-8 Post Invoice Information to Inventory, Accounts Receivable, and Salespeople.

```
SALES ORDER ENTRY
Post Invoices to Appropriate Files

Were all invoices printed correctly (Y/N): Y

Working on Sales Order #:
```

This is the final step in the sales order process. This program will post the invoice information to all of the appropriate files.

Operations:

If the invoices have all been printed correctly then you would enter a Y at the question. Be sure not to interrupt the processing once it has started since the results could be catastrophic. As each invoice is posted the corresponding sales order number will be displayed.

7-1 Enter, Change or Delete Purchase Orders

```
                    PURCHASE ORDER ENTRY
                      Enter Purchase Orders

Vendor Code:    [##########]  Vendor Name:
Purch Ord Num:  [          ]  Description:

P/O Date:                 Expected Rcpt Dt:          Last Rcpt Date:
Profit Center:            Vend Ord Num:              Terms:
Number of Lines:          Last Change Dt:            Entered by:
```

Code	Qty Ordered	Cost	Extension

Tot P/O Amt	Disc: %	Tot Amount

Prod Desc:

This program will be used for entering, changing or deleting purchase orders.

Field Explanations:

Vendor Code - This is the code of the vendor who will receive the order.

Vendor Name - The matching name for the vendor code entered.

Purchase Order Num - If this purchase order has been entered before then this is where the

number would be entered. If this is a new purchase order then just leave this field blank.

Description - 25 character description that will be used as the invoice description and further will be printed on the vendor's check.

P/O Date - The date the purchase order was entered. Will default to today's date.

Expected Rcpt Date - The date the order is expected to be received. Will default to today's date.

Last Rcpt Date - The date the last shipment was received.

Profit Center - The profit center code for this order if any. This is optional since the receipts program (7-5) will allow entry of a specific profit center code.

Vend Ord Num - The vendor order number, if any. 10 characters.

Terms - The terms description. This is the default value from the vendor file.

Number of Lines - The number of line items in the purchase order.

Last Change Dt - The date the last change occured.

Entered by - The initials of the person entering the order. This is a required entry.

Code - The product code ordered. Use the normal product code. The manufacturer's code will automatically be printed on the purchase order.

Qty Ordered - The number of units ordered.

Cost - The last cost as recorded in the inventory record for this item. May be changed during entry.

Extension - The quantity ordered multiplied by the cost.

Tot P/O Amt - The total purchase order amount.

Disc - The discount rate for the entire order, if any, and the total discount amount for the order.

Tot Amount - The Tot P/O Amt - Discount.

Prod Desc - If an accuracte product code has been entered then the description will be displayed and the last cost will be placed in the cost column.

Operations:

The first step in entering a purchase order is to enter the vendor code. If the vendor doesn't exist you will be allowed to enter them direct from this program. The vendor entry screen is identical to the one in the Maintain Vendor File program in A/P (3-1).

Once the vendor is found the name will be displayed immediately to the right of the code.

If this is an existing purchase order you wish to change then instead of entering the vendor code you would enter the purchase order number. If the purchase order is found all the pertinent information will be displayed. The following will assume that this is a new order.

The P/O and Expected Rcpt date will default to today's date. The Last Rcpt Date will remain blank until a receipt of inventory is made. If this is for a specific profit center then the code should be entered at the appropriate location. However, you should remember that all items have to be from that same profit center on one purchase order. You may enter the vendor order number and then your initials for the Entered by field.

```
                    PURCHASE ORDER ENTRY
                      Enter Purchase Orders

Vendor Code:    [COLBANWASE]  Vendor Name: Coldwell Banker
Purch Ord Num:  [         ]   Description:

P/O Date: 2/10/1985  Expected Rcpt Dt: 2/10/1985  Last Rcpt Date:
Profit Center:       Vend Ord Num:     1119       Terms: PRE PAID
Number of Lines:     Last Change Dt:   2/10/1985  Entered by:    PDM
-------------------------------------------------------------------

     Code        Qty Ordered   Cost        Extension
     ---------   -----------   ---------   ----------



     Tot P/O Amt       Disc:  %          Tot Amount
     ------------      ---------         ----------

     Prod Desc:
Do you want to change any header information ? (Y/N) N
```

Next the program will ask if you wish to make changes to the header. The previous screen shows a typical entry to that point. The following is what may be changed:

PURCHASE ORDER ENTRY
Change Header Information

Total Purchase Order Discount Rate: ##%

Ship to Name:
Ship to Add1: Test Company
Ship to Add2: Any Street
Ship to City: Your City ST
Ship to Cntry: 99999 Contact:

Ship Via: G/L Department: Best Way

Terms: 2 PRE PAID

Total Purchase Order Discount Rate - If you want to give the entire purchase order a discount then the discount rate would be entered here. The default is 0.

Ship to Name, Add1, Add2, etc. - This defaults to the information in the Central Information Maintenance program (8-1).

Ship Via - Defaults to Best Way. You may set it to anything.

G/L Department - This is the G/L Department code that will be added to the Account number for th invoice record. If you have entered a profi center code it will default to that.

Terms - Defaults to the value in the vendor record.

All of the above items are set automatically by the program. You would only have to change the header information if something needed to be changed. However, most of the time you shouldn't have to change the header at all.

After you have entered the first part of the purchase order and have made changes to the header you are ready to enter the actual purchase order line item records.

The first entry made is the product code. If it is found the product description will be displayed at the bottom of the screen. If the product is not in the inventory file at the present time you will be allowed to enter it now. The inventory entry screen is identical to the one in the Maintain Inventory file program (5-1).

The quantity ordered is automatically set to 1 but may be changed. You should note that the quantity may be a fraction if necessary.

The cost is from the last cost field in the inventory master record. It may be changed at this time if desired.

The program will calculate the line extension and will add it to Tot P/O Amt. You are now ready to add another line, if applicable. Even though only 4 lines appear on the screen at any time you may have up to 100 lines on any purchase order. This is an arbitary number and if you have enough memory in your computer (generally all 16 bit computers) you may increase this number to the maximum which is 255. This is not a simple change but should

take less than 1 hour.

Once you have entered 4 lines on the screen the entire set of lines will scroll up one each time a new line has been entered. To get those line that are now off the screen back on use the u arrow key. This will effectively move each line down one until you are back to the first line. You may also do the same in reverse and by using the down arrow key scroll the line up the screen until you are ready to add a new record.

If you are changing a previously entered purchase order any line item may be changed and new line items may be added to the end of the order by scrolling down the order using the down arrow key. A line may not be deleted once entered however you may reduce the quantity ordered to 0 and this will have the same effect as deleting the line. At the end of month run it will be deleted.

If you want to delete an entire purchase order it may be done at any time while the order is on the screen. Just enter the delete record command (default is ctrl X). If any items have been received this will not be allowed. However, if no receipts have been made for the purchase order the entire order will be removed.

When you are finished entering items you would enter just a CR instead of a product code. The balance of the purchase order totals will be calculated including the discount amount and the net purchase order amount. Then the program will ask if all of the above is correct. If it is answer Y and the program will proceed to save the purchase order and the line items.

7-2 Print Out Purchase Order Information

PURCHASE ORDER ENTRY
Print Purchase Order Information

Print From Purchase Order Number: ######
Thru Purchase Order Number:

From Vendor Code:
Thru Vendor Code:

From Expected Receipt Date:
Thru Expected Receipt Date:

This program will print out the general information from the purchase order file including header information and line items. Total cost is provided for each line item along with totals for the purchase order and totals for all purchase orders printed.

Operations:

You may enter the from / thru purchase order number, vendor code, and expected receipt date if desired. If any of these are entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

7-3 Print Listing of Inventory Items on P/O's

PURCHASE ORDER ENTRY
Print Purchase Inventory Item Information

Print From Product Code: **********
Thru Product Code:

This program will print out the purchase order line item records only in inventory product code order. Included in the print out is the product code, quantity ordered, cost, the total extension for the line item and the purchase order it is on.

Operations:

You may enter the from / thru code (invento product code). If this is entered it will have the effect of limiting the print out. This report may be sent to the screen, printer or disk. This is a narrow report.

7-4 Print P/O's on P/O forms

```
PURCHASE ORDER ENTRY
Print P/O's on P/O Forms

Print P/O's for the following Purchase Orders:

From Purchase Order Number: ######
Thru Purchase Order Number:
```

This program will create purchase orders for the items in the P/O file.

Operations:

You may enter the from / thru purchase order number if you want to restrict which purchase orders are to be printed. If you do not enter from / thru values then the system will print all the purchase orders that have not been printed before. If you do enter the values all P/O's will be printed whether they have been printed before or not.

Please be sure that the proper forms are in the printer before continuing.

7-5 Receive Items on P/O's

```
PURCHASE ORDER ENTRY
Receive Inventory Items on the Purchase Order

Purch Order Number: [      ]    Desc:
      Vendor Code:

Line Item #:          Product Code:

                      Num Units Received:

                      Total Units Received
                          To date:

                      Profit Center where
                          Units will be
                          Inventoried:

                      Actual Cost:
```

This program will record receipts to the inventory from P/O's.

Field Explanations:

Purchase Order Number The purchase order number assigned by the system in program 71 to the ordered entered.

Desc This is the description entered for the purchase order and will be displayed automatically if the correct order is found after you enter the order number.

Vendor Code This is also automatically displayed from the purchase order record.

Line Item # The actual line item number of the purchase order item being displayed. You will be able to enter your own number if you want to receive a specific item.

Product Code The inventory product code from the line item record.

Num Units Received Defaults to the quantity ordered in the line item record.

Total Units Received To date - Literally the number of units that have been recorded as being received up to the present time.

Profit Center where Units will be Inventoried - The code for the profit center on hand record. If the record doesn't exist then you will be able to enter it after the actual cost has been verified and all is accepted as correct.

Actual Cost Defaults to the cost in the line item record.

Operations:

The first step is to enter the purchase order number. If the order is found the description and vendor code will be displayed along with the first line to be release.

The program will ask if you wish to received the entire order as it was originally entered. If no changes are to be made to the order then you would want to answer Y. The program will then receive each of the items and record them in their appropriate profit center locations using the profit center code that was entered in the original purchase order. If the profit center on hand record does not exist you will be given the chance to add it.

If changes are to be made or only certain lines are to be received then you would answer the entire order question N. The program will then allow you to enter the line number to be received. If more or less units were received you may make the change now and same is true for the cost per unit. After a line has been changed and saved the program will automatically increment the line item number and will display the next item. This will continue until all items have been displayed. Note: You may change the line item number at any time and the program will find the correct line item. Also a line may be changed more than once if necessary.

If you have entered a code for which a profit center on hand record does not exist then the following screen would be displayed:

Enter Profit Center Record

Product Code: L11-Full Profit Center Code: 005

G/L Interface Accounts	Number	Department
Sales	######	-
Cost of Goods Sold		-
On Hand Inventory Values		-

Inventory Location:

This portion of the program will allow you to enter new on hand records.

Product Code - The inventory product code that is being added to.

Profit Center Code - An inventory item may have many different profit centers. Each profit center has its own on hand amounts and sales, cost of goods sold, and inventory G/L account numbers. Multiple profit centers may be at the same physical location or at multiple locations. The only restriction you want to remember is that only one profit center may be on any one sales order so all on hand records on that sales order must have the same profit center code.

G/L Interface Acct - Sales - This is the G/L income account where all sales for this particular profit center and inventory item would be posted.

G/L Interface Acct - Cost of Goods Sold - This is the G/L expense account where all cost of goods sold for this particular profit center and inventory item would be posted.

G/L Interface Acct - On Hand Inventory Values - This is the G/L asset account where all transactions that effect on hand amounts for this particular profit center and inventory item would be posted.

Number of Units On Hand - The total number of units on hand and available for sale for this particular profit center.

Inventory Location - 5 character location of on hand inventory for this particular profit center.

The 3 different G/L interface accounts and the physical location are the only entries. You must enter all 3 G/L accounts and they must be accurate. Depending on how intricate you wish to get you should realize that each inventory item and even down to each profit center on hand record within each inventory item may have its own set of G/L interface accounts. This would probably make for a very large G/L Chart of Accounts, however, if you have a limited inventory it's a simple way to list sales from each item in the G/L. Whether or not you enter the location is optional.

The final step is to enter the invoice number and the freight amount, if any.

Once the product has been received you may immediately use the item in sales orders. A transaction has been recorded to show the item being added to on hand inventory and to the accounts payable.

7-6 Post Invoice Information to Inventory and Accounts Payable

PURCHASE ORDER ENTRY
Post Invoices to Appropriate Files

Working on Sales Order #:

This is the final step in the purchase order process. This program will post the receipt information to all of the appropriate files.

Operations:

After the receipts have been entered using program 7-5 you would run this program. If everything has been entered correctly then you would enter a Y at the question. Be sure not to interrupt the processing once it has started since the results could be catastrophic. As each receipt is posted the corresponding purchase order number will be displayed.

APPENDICIES

APPENDIX A

The following are the different menu items and the actual file names that pertain to each. The program name is given first and then the menu item. The runtime files have the extension .RUN and the source files (human readable) have the extension .SRC.

BTMENU - The main menu program

MAIN MENU

BTGLMENU - 1) General Ledger

BTARMENU - 2) Accounts Receivable

BTAPMENU - 3) Accounts Payable

BTPRMENU - 4) Payroll

BTICMENU - 5) Inventory Control

BTSOMENU - 6) Sales Order Entry

BTPOMENU - 7) Purchase Order Entry

8) Central Information Maint
(within the main menu prg)

9) Set system date
(within the main menu prg)

PAYROLL

BTPRMEMP - 1) Maintain Employee File

BTPREGL - 2) Maintain G/L Interface File

BTPRMPAY - 3) Maintain Pay Amounts File

BTPRPEMP - 4) Print Employee General Info

BTPRPHST - 5) Print Employee Pay History

BTPRPQTR - 6) Print Quarterly Information

BTPRPW2 - 7) Print W-2's

BTPRMFTX - 8) Maintain Fed Tax Tables

BTPREPAY - 9) Enter Pay Information

BTPRPREG - 10) Print Payroll Register

BTPRPCHK - 11) Print Payroll Checks

BTPRPSTC - 12) Post Payroll Checks printed

BTPRCHTX - 13) Choose Taxes to be Paid and Transfer them to A/P

INVENTORY CONTROL

BTICMINV - 1) Maintain Inventory File and display general info

BTICMPMT - 2) Maintain Price Matrix File

BTICMSLS - 3) Maintain Salesperson File

BTICMTAX - 4) Maintain Taxing Authority File

BTICADJ - 5) Enter Amounts for new Inventory Items

BTICXINV - 6) Transfer Inventory Amounts from one Profit Center to Another

BTICXTAX - 7) Transfer Taxes Owing to the Accounts Payable

BTICPIC1 - 8) Print Inventory General Information

BTICPIC2 - 9) Print Inventory Availability

BTICPIC3 - 10) Print Inventory Sales Info

BTICPIC4 - 11) Print Inventory In/Out Record

BTICPIC5 - 12) Print Inventory Price List

BTICPIC6 - 13) Print Inventory Code and Description

BTICPIC7 - 14) Print Salesperson Information

BTICPIC8 - 15) Print Salesperson Code & Name

BTICPIC9 - 16) Print Price Matrix Information

BTICPICA - 17) Print Taxing Authority Information

BTICPICB - 18) Print Taxing Auth Code and Name

BTICPICC - 19) Print Inventory Transfer Report

SALES ORDER ENTRY

BTSOENTR - 1)	Enter, Change or Delete Sales Orders
BTSOPRT1 - 2)	Print Out Sales Order Info
BTSOPRT2 - 3)	Print Listing of Inventory Items on S/O's
BTSOPPL - 4)	Print Picking Lists
BTSORSO - 5)	Release Sales Orders ready for Invoicing
BTSOPINV - 6)	Print Invoices from Sales Orders
BTSOPLBL - 7)	Print Labels from Invoices
BTSOPST - 8)	Post Invoice Information to Inventory, Accounts Receivable and Salespeople

PURCHASE ORDER ENTRY

BTPOENTR - 1)	Enter, Change or Delete Purchase Orders
BTPOPRT1 - 2)	Print Out Purchase Order Information
BTPOPRT2 - 3)	Print Listing of Inventory Items on P/O's
BTPOPPO - 4)	Print P/O's on P/O forms
BTPORPO - 5)	Receive items on P/O's
BTPOPST - 6)	Post Receipt and Invoice Information to Inventory and Accounts Payable

APPENDIX B

The following are the different files used in the TAS Level 3 system with a short explanation. Next we include a table with the file name, the size and an estimate of how much more the key file will be in a percentage of the size of the master file. You can easily figure the size of each file by multiplying the size of each record times the estimated number of records per file and then multiplying that result time 1+percentage for key file. For example, the Inventory Master file has a record size of 449 characters per record. If you were to keep a file of 1000 records the total file size (both key and master) would be approximately 493,900 bytes (characters) in length ((449*1000)*1.1). Files are listed in alphabetical order.

BTICIO - I/C - Inventory in/out record file.

BTICMSTR - I/C - Inventory master file.

BTICNONS - I/C - Inventory on hand profit center record file.

BTICPMAT - I/C - Price matrix file.

BTICSERL - I/C - Serial number file.

BTICCLSP - I/C - Salesperson file.

BTICTAX - I/C - Taxing Authority file.

BTPOBODY - P/O - Purchase Order Body file.

BTPOHEAD - P/O - Purchase Order Header file.

BTPOINVB - P/O - Purchase Order Received item body file.

BTPOSS - P/O - Purchase Order Received Serial Number file.

BTPRCURP - P/R - Payroll Current Pay file.

BTPREMPL - P/R - Payroll Employee master file.

BTPRFTAX - P/R - Payroll Federal Tax Table.

BTPRGLFL - P/R - Payroll G/L Interface file.

BTPRHIST - P/R - Payroll History file.

BTPRPAYC - P/R - Payroll Payrate file.

BTPRQTR - P/R - Quarterly totals.

BTSOBODY - S/O - Sales Order Body file.

BTSOHEAD - S/O - Sales Order Header file.

BTSOINVB - S/O - Sales Order Invoiced body file.

BTSOINVH - S/O - Sales Order Invoiced header file.

BTSOSS - S/O - Sales Order Invoiced Serial Number file.

File Name	Record Size (in bytes)	Key %
BTICIO	54	44
BTICMSTR	449	10
BTICNONS	44	35
BTICPMAT	29	10
BTICSERL	30	100
BTICSLSP	464	1
BTICTAX	261	1

File Name	Record Size (in bytes)	Key %
BTPOBODY	65	30
BTPOHEAD	302	10
BTPOINVB	18	20
BTPOSS	18	20
BTPRCURP	195	10
BTPREMPL	465	10
BTPRFTAX	95	2
BTPRGLFL	181	2
BTPRHIST	195	10
BTPRPAYC	45	2
BTPRQTR	146	0
BTSOBODY	65	30
BTSOHEAD	302	10
BTSOINVB	18	20
BTSOINVH	19	40
BTSOSS	18	20

APPENDIX C

The following is the schema listing of each of the data files. A short explanation of each field follows the listing.

Schema: BTICIO Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTIC.IO.CODE	A	10	10		N	1	Y	Y	
BTIC.IO.PC	A	3	3		N	11	N	Y	
BTIC.IO.SNUM	A	12	12		N	14	N	Y	
BTIC.IO.DATE	D	10	4		N	26	N		
BTIC.IO.ORD#	N	6	3		N	30	N		
BTIC.IO.UNITS	N	9	5	4	N	33	N		
BTIC.IO.TYPE	A	1	1		N	38	N	Y	
BTIC.IO.TOT$	N	11	6	4	N	39	N		
BTIC.IO.WHO	A	10	10		N	45	Y	Y	
Total Record Size:		72	54						

BTIC.IO.CODE - The product code

BTIC.IO.PC - The profit center number

BTIC.IO.SNUM - The serial number if any

BTIC.IO.DATE - The date the transaction occurred

BTIC.IO.ORD# - The purchase or sales order number

BTIC.IO.UNITS - The number of units in or out

BTIC.IO.TYPE - Whether it was a purchase or sales order

BTIC.IO.TOT$ - The total number of dollars fc this line item

BTIC.IO.WHO - Which vendor or customer code

Schema: BTICNSTR Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTIC.CODE	A	10	10		N	1	Y	Y	
BTIC.DESC	A	25	25		N	11	N	N	
BTIC.MANUF.CODE	A	15	15		N	36	N	Y	
BTIC.PRICE.MAT	N	3	2		N	51	N		
BTIC.REORD.LVL	N	8	4		N	53	N		
BTIC.REORD.AMT	N	10	5	4	N	57	N		
BTIC.PRICE.BASE	N	10	5	4	N	62	N		
BTIC.COST.BASE	N	10	5	4	N	67	N		
BTIC.COST.HOW	A	1	1		N	72	N	Y	
BTIC.INV.TYPE	A	1	1		N	73	N	Y	
BTIC.CATEGORY	A	3	3		N	74	N	Y	
BTIC.CLASS	A	3	3		N	77	N	Y	
BTIC.UOM	A	2	2		N	80	N	Y	
BTIC.SHIP.WT	N	6	4	4	N	82	N		
BTIC.VENDOR	A	10	10		N	86	N	Y	
BTIC.LAST.SALE	D	10	4		N	96	N		
BTIC.LAST.RECPT	D	10	4		N	100	N		
BTIC.LAST.ORDER	D	10	4		N	104	N		
BTIC.LAST.ORDNM	N	6	3		N	108	N		
BTIC.NDR	N	3	2		N	111	N		
BTIC.NUMORDS	N	3	2		N	113	N		
BTIC.LAST.COST	N	10	5	4	N	115	N		
BTIC.AVG.COST	N	10	5	4	N	120	N		
BTIC.TO.RATE	N	4	2		N	125	N		
BTIC.NUM.TO.MTH	N	3	2		N	127	N		
BTIC.AMT.PO	N	8	4	4	N	129	N		
BTIC.AMT.SO.BO	N	8	4	4	N	133	N		
BTIC.AMT.SO.RSV	N	8	4	4	N	137	N		
BTIC.AMT.AVAIL	N	10	5	4	N	141	N		
BTIC.TOT.VAL	N	10	5	4	N	146	N		
BTIC.UNITS.SOLD	N	8	4	4	N	151	N		13
BTIC.GROSS.SALE	N	10	5	4	N	203	N		13
BTIC.COGS	N	10	5	4	N	268	N		13
BTIC.NET.SALES	N	10	5	4	N	333	N		13
BTIC.PERC.NS	N	8	4	4	N	398	N		
Total Record Size:		838	449						

BTIC.CODE - The product code

BTIC.DESC - The product description

BTIC.MANUF.CODE - The manufacturer's code

BTIC.PRICE.MAT - The price matrix number

BTIC.REORD.LVL - The reorder level

BTIC.REORD.AMT - The normal reorder amount

BTIC.PRICE.BASE - The price calculation base

BTIC.COST.BASE - The cost calculation base for non-inventory items

BTIC.COST.HOW - How the cost of the item is calculated for non-inventory items

BTIC.INV.TYPE - The inventory type

BTIC.CATEGORY - The inventory category

BTIC.CLASS - The inventory class

BTIC.UOM - The unit of measure

BTIC.SHIP.WT - The shipping weight

BTIC.VENDOR - The normal vendor for this item

BTIC.LAST.SALE - The date of the last sales order

BTIC.LAST.RECPT - The date of the last purchase order receipt

BTIC.LAST.ORDER - The date of the entry of the last purchase order

BTIC.LAST.ORDNM - The number of the last purchase order

BTIC.NDR - The average number of days from the date the purchase order is placed to the day the items are received

BTIC.NUMORDS - The total number of orders used in calculating BTIC.NDR

BTIC.LAST.COST - The original cost for the item or the last cost recorded on a purchase order

BTIC.AVG.COST - The calculated average cost to date for the items in stock

BTIC.TO.RATE - The calculated turn over rate

BTIC.NUM.TO.MTH - The number of months used in calculating the turnover rate

BTIC.AMT.PO - The number of units on purchase orders and not yet received

BTIC.AMT.SO.BO - The number of units on sales orders in the back order field

BTIC.AMT.SO.RSV - The number of units on sales orders in the quantity to ship field

BTIC.AMT.AVAIL - The number of units remaining for this inventory item that are available to be sold

BTIC.TOT.VAL - The total value of all units that are available for sale and are on sales order reserve

BTIC.UNITS.SOLD - The number of units sold by months

BTIC.GROSS.SALE - The gross dollar sales by months

BTIC.COGS - The cost of goods sold by months

BTIC.NET.SALES - The net dollar sales by months

BTIC.PERC.NG - The calculated percentage of net to gross by months

Schema: BTICNONS Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTIC.NONS.ICODE	A	10	10		N	1	N	Y	
BTIC.NONS.KEY	A	13	13		Y	1	Y	Y	
BTIC.NONS.NUM	A	3	3		N	11	N	Y	
BTIC.NONS.SLSN	N	6	3		N	14	N		
BTIC.NONS.SLSD	A	3	3		N	17	N	Y	
BTIC.NONS.COGSN	N	6	3		N	20	N		
BTIC.NONS.COGSD	A	3	3		N	23	N	Y	
BTIC.NONS.OHN	N	6	3		N	26	N		
BTIC.NONS.OHD	A	3	3		N	29	N	Y	
BTIC.NONS.LOC	A	5	5		N	32	N	Y	
BTIC.NONS.AMTOH	N	8	4	4	N	37	N		
BTIC.NONS.AMTOR	N	8	4	4	N	41	N		
Total Record Size:		61	44						

BTIC.NONS.ICODE - The product code

BTIC.NONS.KEY - The profit center on hand key

BTIC.NONS.NUM - The profit center number

BTIC.NONS.SLSN - The G/L sales account number

BTIC.NONS.SLSD - The G/L sales account department

BTIC.NONS.COGSN - The G/L cost of goods sold account number

BTIC.NONS.COGSD - The G/L cost of goods sold account department

BTIC.NONS.OHN - The G/L on hand inventory account number

BTIC.NONS.OHD - The G/L on hand inventor account department

BTIC.NONS.LOC - The specific physical location for the inventory items in this profit center record

BTIC.NONS.AMTOH - The number of units on hand and available for sale

BTIC.NONS.AMTOR - The number of units on sales order reserve

Schema: BTICPMAT Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTIC.PM.NUMBER	N	3	2		N	1	Y		
BTIC.PM.RATES	N	5	3	4	N	3	N		9
Total Record Size:		48	29						

BTIC.PM.NUMBER - The price matrix number

BTIC.PM.RATES - The array of nine price matrix multipliers

Schema: BTICSERL Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTIC.SERL.KEY	A	25	25		Y	1	Y	Y	
BTIC.SERL.ICODE	A	10	10		N	1	N	Y	
BTIC.SERL.NUM	A	3	3		N	11	N	Y	
BTIC.SERL.SNUM	A	12	12		N	14	N	Y	
BTIC.SERL.ORSV	N	10	5		N	26	N		
Total Record Size:		35	30						

BTIC.SERL.KEY - The serial number record key

BTIC.SERL.ICODE - The product code

BTIC.SERL.NUM - The profit center number

BTIC.SERL.SNUM - The actual serial number

BTIC.SERL.ORSV - If the item is on sales order reserve

Schema: BTICSLSP Page: 1

Name	Type	Size	Csze	Dec	Dvly	Offset	Key	Up	Array
BTIC.SLSP.CODE	A	2	2		N	1	Y	Y	
BTIC.SLSP.NAME	A	25	25		N	3	N	N	
BTIC.SLSP.COMR1	N	5	3	2	N	28	N		
BTIC.SLSP.COMC1	A	1	1		N	31	N	Y	
BTIC.SLSP.COMR2	N	5	3	2	N	32	N		
BTIC.SLSP.COMC2	A	1	1		N	35	N	Y	
BTIC.SLSP.QTA	N	9	5	2	N	36	N		13
BTIC.SLSP.SALES	N	9	5	2	N	101	N		13
BTIC.SLSP.COGS	N	9	5	2	N	166	N		13
BTIC.SLSP.NET	N	9	5	2	N	231	N		13
BTIC.SLSP.PNG	N	7	4	4	N	296	N		13
BTIC.SLSP.COMPD	N	9	5	2	N	348	N		13
BTIC.SLSP.PCN	N	7	4	4	N	413	N		13
Total Record Size:		806	464						

BTIC.SLSP.CODE - The salesperson code

BTIC.SLSP.NAME - The salesperson name

BTIC.SLSP.COMR1 - Commission rate 1

BTIC.SLSP.COMC1 - How to calculate commission rate 1

BTIC.SLSP.COMR2 - Commission rate 2

BTIC.SLSP.COMC2 - How to calculate commission rate 2

BTIC.SLSP.QTA - The monthly quota amounts

BTIC.SLSP.SALES - The monthly sales amounts

BTIC.SLSP.COGS - The monthly cost of goods sold amounts

BTIC.SLSP.NET - The monthly net sales amounts

BTIC.SLSP.PNG - The monthly percentage of net sales to gross sales

BTIC.SLSP.COMPD - The monthly calculated commissions

BTIC.SLSP.PCN - The monthly percentage of commissions to net sales

Schema: BTICTAX Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTIC.TAX.CODE	A	2	2		N	1	Y	Y	
BTIC.TAX.NAME	A	25	25		N	3	N	N	
BTIC.TAX.NUMBER	A	15	15		N	28	N	Y	
BTIC.TAX.RATE	N	6	3	4	N	43	N		
BTIC.TAX.GLLIAA	N	6	3		N	46	N		
BTIC.TAX.GLLIAD	A	3	3		N	49	N	Y	
BTIC.TAX.VENDOR	A	10	10		N	52	N	Y	
BTIC.TAX.TAXBLE	N	9	5	2	N	62	N		13
BTIC.TAX.NONTAX	N	9	5	2	N	127	N		13
BTIC.TAX.COLECT	N	9	5	2	N	192	N		13
BTIC.TAX.OUTSTD	N	9	5	2	N	257	N		
Total Record Size:		427	261						

BTIC.TAX.CODE - The taxing authority code

BTIC.TAX.NAME - The taxing authority name

BTIC.TAX.NUMBER - The tax id number

BTIC.TAX.RATE - The sales tax rate

BTIC.TAX.GLLIAA - The G/L liability account number

BTIC.TAX.GLLIAD - The G/L liability account department

BTIC.TAX.VENDOR - The A/P vendor code where deposits will be made

BTIC.TAX.TAXBLE - Monthly taxable sales

BTIC.TAX.NONTAX - Monthly non-taxable sales

BTIC.TAX.COLECT - Monthly tax collected amounts

BTIC.TAX.OUTSTD - The amount of taxes collected but not yet deposited

Schema: BTPREMPL Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTPR.EMP.CODE	A	10	10		N	1	Y	Y	
BTPR.EMP.LNAME	A	25	25		N	11	Y	Y	
BTPR.EMP.FNAME	A	25	25		N	36	N	Y	
BTPR.EMP.ADD1	A	25	25		N	61	N	N	
BTPR.EMP.ADD2	A	25	25		N	86	N	N	
BTPR.EMP.CITY	A	15	15		N	111	N	N	
BTPR.EMP.STATE	A	2	2		N	126	N	Y	
BTPR.EMP.ZIP	A	10	10		N	128	N	Y	
BTPR.EMP.PHONE	A	12	12		N	138	N	Y	
BTPR.EMP.SSN	A	11	11		N	150	N	Y	
BTPR.EMP.DEPT	A	3	3		N	161	N	Y	
BTPR.EMP.MARITL	A	1	1		N	164	N	Y	
BTPR.EMP.FEDEXM	N	2	1		N	165	N		
BTPR.EMP.ADDFED	N	4	2		N	166	N		
BTPR.EMP.STEXM	N	2	1		N	168	N		
BTPR.EMP.ADDST	N	4	2		N	169	N		
BTPR.EMP.CTYEXM	N	2	1		N	171	N		
BTPR.EMP.ADDCTY	N	4	2		N	172	N		
BTPR.EMP.START	D	10	4		N	174	N		
BTPR.EMP.PAYTYP	A	1	1		N	178	N	Y	
BTPR.EMP.PAYPER	A	1	1		N	179	N	Y	
BTPR.EMP.NORMC	N	2	1		N	180	N		
BTPR.EMP.OUTDRW	N	9	5	2	N	181	N		
BTPR.EMP.AMNTS	N	9	5	2	N	186	N		32
BTPR.EMP.HOURS	N	7	4	2	N	346	N		16
BTPR.EMP.SCHOW	A	1	1		N	410	N	Y	
BTPR.EMP.VCHOW	A	1	1		N	411	N	Y	
BTPR.EMP.TERM	A	1	1		N	412	N	Y	
BTPR.EMP.FUTAEX	A	1	1		N	413	N	Y	
BTPR.EMP.GLACCT	N	6	3		N	414	N		8
BTPR.EMP.GLDEPT	A	3	3		N	438	N	Y	8
BTPR.EMP.A6	A	1	1		N	462	N	Y	
BTPR.EMP.STCODE	A	2	2		N	463	N	Y	
BTPR.EMP.CHANGD	N	1	1		N	465	N		
Total Record Size:		685	465						

BTPR.EMP.CODE - The employee code

BTPR.EMP.LNAME - The employee's last name

BTPR.EMP.FNAME - The employee's first name

BTPR.EMP.ADD1 - Address line 1

BTPR.EMP.ADD2 - Address line 2

BTPR.EMP.CITY - City

BTPR.EMP.STATE - State code

BTPR.EMP.ZIP - Zip code

BTPR.EMP.PHONE - Employee's phone number

BTPR.EMP.SSN - Social security number

BTPR.EMP.DEPT - Employee's department code (Not necessarily G/L Department!)

BTPR.EMP.MARITL - Marital status

BTPR.EMP.FEDEXM - Number of Federal exemptions

BTPR.EMP.ADDFED - Amount of added Federal withholding

BTPR.EMP.STEXM - Number of State exemptions

BTPR.EMP.ADDST - Amount of added State withholding

BTPR.EMP.CTYEXM - Number of City exemptions

BTPR.EMP.ADDCTY - Amount of added City withholding

BTPR.EMP.START - The employee's start date

BTPR.EMP.PAYTYP - The employee's pay type

BTPR.EMP.PAYPER - The pay period for this employee

BTPR.EMP.NORMWC - The normal pay code

BTPR.EMP.OUTDRW - The amount of outstanding draws

BTPR.EMP.AMNTS - The various tax and pay amounts

BTPR.EMP.HOURS - The various pay hours

BTPR.EMP.SCHOW - How to calculate sick hours

BTPR.EMP.VCHOW - How to calculate vacation hours

BTPR.EMP.TERM - Whether or not the employee is terminated

BTPR.EMP.FUTAEX - If the employee is exempt from FUTA

BTPR.EMP.GLACCT - The G/L interface account numbers

BTPR.EMP.GLDEPT - The G/L interface account departments

BTPR.EMP.AG - If this is an agricultural employee

BTPR.EMP.STCODE - The particular state code for this employee

BTPR.EMP.CHANGD - If this employee is new or has been changed

Schema: BTPRFTAX Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTPR.TAX.CODE	A	1	1		N	1	Y	Y	
BTPR.TAX.DESC	A	20	20		N	2	N	N	
BTPR.TAX.START	N	6	3		N	22	N		
BTPR.TAX.THRU	N	6	3		N	43	N		7
BTPR.TAX.AMT	N	7	4	2	N	61	N		7
BTPR.TAX.PERC	N	2	1		N	89	N		7
Total Record Size:		162	95						

BTPR.TAX.CODE - The Federal Withholding Table code

BTPR.TAX.DESC - The Federal Withholding Table description

BTPR.TAX.START - The table start amounts

BTPR.TAX.THRU - The table thru amounts

BTPR.TAX.AMT - The table tax amounts

BTPR.TAX.PERC - The table tax percentages

Schema: BTPRGLFL Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTPR.GL.ACCTNUM	N	6	3		N	1	N		7
BTPR.GL.ACCTDPT	A	3	3		N	22	N	Y	7
BTPR.GL.VCODE	A	10	10		N	43	N	Y	7
BTPR.GL.STCODE	A	2	2		N	113	Y	Y	
BTPR.GL.FICAEMP	N	6	3	4	N	115	N		
BTPR.GL.FICAEPL	N	6	3	4	N	118	N		
BTPR.GL.FICALMT	N	6	3		N	121	N		
BTPR.GL.FUTART	N	6	3	4	N	124	N		
BTPR.GL.FUTALMT	N	6	3		N	127	N		
BTPR.GL.FUTACRD	N	4	2	2	N	130	N		
BTPR.GL.SUTART	N	6	3	4	N	132	N		
BTPR.GL.SUTALMT	N	6	3		N	135	N		
BTPR.GL.WH.AMT	N	8	4	2	N	138	N		11
Total Record Size:		269	181						

BTPR.GL.ACCTNUM - The G/L interface file account numbers

BTPR.GL.ACCTDPT - The G/L interface file account departments

BTPR.GL.VCODE - The vendor codes for transferring deposits to the A/P

BTPR.GL.STCODE - The particular state code

BTPR.GL.FICAEMP - The FICA rate for the employee

BTPR.GL.FICAEPL - The FICA rate for the employer

BTPR.GL.FICALMT - The maximum amount of FICA wages

BTPR.GL.FUTART - The FUTA rate

BTPR.GL.FUTALMT - The maximum amount of FUTA wages

BTPR.GL.FUTACRD - The FUTA credit rate for state taxes

BTPR.GL.SUTART - The State unemploymen insurance rate

BTPR.GL.SUTALMT - The State unemployment insurance maximum wages

BTPR.GL.WH.AMT - The amounts owing for each of the categories

Schema: BTPRHIST Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTPR.HIST.KEY	A	14	14		Y	1	Y	Y	
BTPR.HIST.ECODE	A	10	10		N	1	N	Y	
BTPR.HIST.DATE	D	10	4		N	11	N		
BTPR.HIST.PAY	N	7	4	2	N	15	N		19
BTPR.HIST.HOURS	N	3	2		N	91	N		4
BTPR.HIST.PHRS	N	3	2		N	99	N		6
BTPR.HIST.PCODE	N	2	1		N	111	N		6
BTPR.HIST.PAMT	N	7	4	2	N	117	N		6
BTPR.HIST.ACTNM	N	6	3		N	141	N		6
BTPR.HIST.ACTDP	A	3	3		N	159	N	Y	6
BTPR.HIST.CHK#	A	10	10		N	177	N	Y	
BTPR.HIST.CACT#	N	1	1		N	187	N		
BTPR.HIST.STCOD	A	2	2		N	188	N	Y	
BTPR.HIST.ADDHR	A	1	1		N	190	N	Y	6
Total Record Size:		310	195						

BTPR.HIST.KEY - The history record key

BTPR.HIST.ECODE - The employee code

BTPR.HIST.DATE - The payroll date

BTPR.HIST.PAY - The various payroll amounts

BTPR.HIST.HOURS - The various payroll hours

BTPR.HIST.PHRS - The actual paycode hours

BTPR.HIST.PCODE - The actual paycode codes

BTPR.HIST.PAMT - The actual paycode amounts

BTPR.HIST.ACTNM - The actual paycode G/L account numbers

BTPR.HIST.ACTDP - The actual paycode G/L account departments

BTPR.HIST.CHK# - The check number paid to the employee

BTPR.HIST.CACT# - The checking account number

BTPR.HIST.STCOD - The state code used for calculating taxes

BTPR.HIST.ADDHR - Whether or not the hours entered for each of the paycode amounts was to be added to total hours

Schema: BTPRPAYC Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTPR.PAY.CODE	N	2	1		N	1	Y		
BTPR.PAY.DESC	A	25	25		N	2	N	Y	
BTPR.PAY.AMOUNT	N	9	5	4	N	27	N		
BTPR.PAY.PERIOD	A	1	1		N	32	N	Y	
BTPR.PAY.WCEMPE	N	6	3	4	N	33	N		
BTPR.PAY.WCEMLR	N	6	3	4	N	36	N		
BTPR.PAY.WCCALC	A	1	1		N	39	N	Y	
BTPR.PAY.ACTNUM	N	6	3		N	40	N		
BTPR.PAY.ACTDPT	A	3	3		N	43	N	Y	
Total Record Size:		59	45						

BTPR.PAY.CODE - The paycode code

BTPR.PAY.DESC - The paycode description

BTPR.PAY.AMOUNT - The paycode rate

BTPR.PAY.PERIOD - Whether the rate is flat for the entire period or if it is an hourly amount

BTPR.PAY.WCEMPE - The employee portion of the workman's comp insurance

BTPR.PAY.WCEMLR - The employer portion of the workman's comp insurance

BTPR.PAY.WCCALC - Whether the workman's comp rates are a percentage of gross pay or a per hour amount

BTPR.PAY.ACTNUM - The G/L expense account number

BTPR.PAY.ACTDPT - The G/L expense account deptartment

Schema: BTPRQTR Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTPR.QTR.PAY	N	9	5	2	N	1	N		26
BTPR.QTR.HOURS	N	7	4		N	131	N		1
Total Record Size:		262	146						

BTPR.QTR.PAY - The quarterly pay amounts

BTPR.QTR.HOURS - The quarterly hour amounts

Schema: BTSOBODY Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTSO.BD.SOCODE	N	6	3		N	1	N		
BTSO.BD.KEY	A	5	5		Y	1	Y	Y	
BTSO.BD.LINUM	N	3	2		N	4	N		
BTSO.BD.PCODE	A	10	10		N	6	Y	Y	
BTSO.BD.NURTS	N	9	5	4	N	16	N		
BTSO.BD.DESC	A	40	40		Y	20	N	Y	
BTSO.BD.NUBO	N	9	5	4	N	21	N		
BTSO.BD.PRICE	N	9	5	4	N	26	N		
BTSO.BD.COST	N	9	5	4	N	31	N		
BTSO.BD.TAXABLE	A	1	1		N	36	N	Y	
BTSO.BD.INVRDY	A	1	1		N	37	N	Y	
BTSO.BD.NUINV	N	9	5	4	N	38	N		
BTSO.BD.$PTSGRS	N	9	5	4	N	43	N		
BTSO.BD.$PTSNET	N	9	5	4	N	48	N		
BTSO.BD.DLS	D	10	4		N	53	N		
BTSO.BD.LSINV	N	6	3		N	57	N		
BTSO.BD.TYPE	A	1	1		N	60	N	Y	
BTSO.BD.LOC	A	5	5		N	61	N	Y	
Total Record Size:		106	65						

BTSO.BD.SOCODE - The order number

BTSO.BD.KEY - The body record key

BTSO.BD.LINUM - The line number

BTSO.BD.PCODE - The product code

BTSO.BD.NURTS - The quantity to ship/ordered

BTSO.BD.DESC - An overlay field used when this record is a comment line

BTSO.BD.NUBO - The number of units back ordered

BTSO.BD.PRICE - The calculated price per unit/cost on P/O's

BTSO.BD.COST - The cost per unit

BTSO.BD.TAXABLE - Whether or not this item is taxable

BTSO.BD.INVRDY - Whether or not the item is ready to be invoiced

BTSO.BD.NUINV - The number of units invoiced/received

BTSO.BD.$PTSGRS - Not used at this time

BTSO.BD.$PTSNET - Not used at this time

BTSO.BD.DLS - Date of last invoicing/receipt

BTSO.BD.LSINV - Last invoice number

BTSO.BD.TYPE - Product type

BTSO.BD.LOC - The product location from the on hand profit center record

Schema: BTSOHEAD Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTSO.HD.CUSCODE	A	10	10		N	1	Y	Y	
BTSO.HD.ORD.DTE	D	10	4		N	11	N		
BTSO.HD.SO.NUM	N	6	3		N	15	Y		
BTSO.HD.LSD	D	10	4		N	18	N		
BTSO.HD.LDC	D	10	4		N	22	N		
BTSO.HD.ESD	D	10	4		N	26	N		
BTSO.HD.WHO	A	3	3		N	30	N	Y	
BTSO.HD.SLSP	A	2	2		N	33	N	Y	3
BTSO.HD.PERC	N	3	2		N	39	N		3
BTSO.HD.INV.RDY	A	1	1		N	45	Y	Y	
BTSO.HD.NUM.LI	N	3	2		N	46	N		
BTSO.HD.SHPCODE	A	10	10		N	48	N	Y	
BTSO.HD.SHPNAME	A	25	25		N	58	N	Y	
BTSO.HD.SHPADD1	A	25	25		N	83	N	N	
BTSO.HD.SHPADD2	A	25	25		N	108	N	N	
BTSO.HD.SHPCITY	A	15	15		N	133	N	N	
BTSO.HD.SHPST	A	2	2		N	148	N	Y	
BTSO.HD.SHPZIP	A	10	10		N	150	N	Y	
BTSO.HD.SHPCNTY	A	15	15		N	160	N	Y	
BTSO.HD.TOTGPST	N	11	6	2	N	175	N		
BTSO.HD.TOTCPST	N	11	6	2	N	181	N		
BTSO.HD.TOTDPST	N	11	6	2	N	187	N		
BTSO.HD.TOTTPST	N	11	6	2	N	193	N		
BTSO.HD.TOTNPST	N	11	6	2	N	199	N		
BTSO.HD.HOLD	A	1	1		N	205	N	Y	
BTSO.HD.TAXAUTH	A	2	2		N	206	N	Y	
BTSO.HD.TAXRATE	N	5	3	4	N	208	N		
BTSO.HD.TAXABLE	A	1	1		N	211	N	Y	
BTSO.HD.TERMS	N	1	1		N	212	N		
BTSO.HD.DESC	A	25	25		N	213	N	Y	
BTSO.HD.CORD#	A	10	10		N	238	N	Y	
BTSO.HD.PROFCTR	A	3	3		N	248	N	Y	
BTSO.HD.NUMLBLS	N	2	1		N	251	N		
BTSO.HD.CONTACT	A	25	25		N	252	N	N	
BTSO.HD.DISC	N	2	1		N	277	N		
BTSO.HD.LINV#	N	3	2		N	278	N		
BTSO.HD.SHPVIA	A	20	20		N	280	N	Y	
BTSO.HD.DEPT	A	3	3		N	300	N	Y	
Total Record Size:		363	302						

BTSO.HD.CUSCOD - The customer code

BTSO.HD.ORD.DTE - The order date

BTSO.HD.SO.NUM - The order number

BTSO.HD.LSD - The last invoice/receipt date

BTSO.HD.LDC - The last change date

BTSO.HD.ESD - Expected ship/receipt date

BTSO.HD.WHO - Who entered the order

BTSO.HD.SLSP - The salespeople on the order

BTSO.HD.PERC - The percentage for each salesperson

BTSO.HD.INV.RDY - If there are line items ready to invoice or if the P/O hasn't been printed yet

BTSO.HD.NUM.LI - The number of line items on the order

BTSO.HD.SHPCODE - Where to ship code

BTSO.HD.SHPNAME - Where to ship name

BTSO.HD.SHPADD1 - Where to ship address 1

BTSO.HD.SHPADD2 - Where to ship address 2

BTSO.HD.SHPCITY - Where to ship city

BTSO.HD.SHPST - Where to ship state

BTSO.HD.SHPZIP - Where to ship zip

BTSO.HD.SHPCNTY - Where to ship country

BTSO.HD.TOTGPST - Not used at this time

BTSO.HD.TOTCPST - Not used at this time

BTSO.HD.TOTDPST - Not used at this time

BTSO.HD.TOTTPST - Not used at this time

BTSO.HD.TOTNPST - Not used at this time

BTSO.HD.HOLD - Not used at this time

BTSO.HD.TAXAUTH - The taxing authority code

BTSO.HD.TAXRATE - The sales tax rate

BTSO.HD.TAXABLE - Whether or not the employee is taxable

BTSO.HD.TERMS - The terms code

BTSO.HD.DESC - The description for the order

BTSO.HD.CORD# - The customer/vendor order number

BTSO.HD.PROFCTR - The profit center code

BTSO.HD.NUMLBLS - The number of labels to print

BTSO.HD.CONTACT - The contact individual

BTSO.HD.DISC - The total order discount rate

BTSO.HD.LINV# - The last invoice number

BTSO.HD.SHPVIA - How to ship

BTSO.HD.DEPT - The G/L department code

Schema: BTSOINVB Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Arrayl
BTSO.INVB.SO#	N	6	3		N	1	Y		
BTSO.INVB.LI#	N	3	2		N	4	N		
BTSO.INVB.NUS	N	9	5	4	N	6	N		
BTSO.INVB.PPU	N	9	5	4	N	11	N		
BTSO.INVB.INV#	N	6	3		N	16	N		
BTSO.INVB.PFC	A	3	3		Y	16	N	Y	
Total Record Size:		33	18						

BTSO.INVB.SO# - The order number

BTSO.INVB.LI# - The line item number

BTSO.INVB.NUS - The number of units invoiced/received

BTSO.INVB.PPU - The price/cost per unit

BTSO.INVB.INV# - The invoice number

BTSO.INVB.PFC - The profit center code

Schema: BTSOINVH

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTSO.INVH.SO#	N	6	3		N	1	Y		
BTSO.INVH.INV#	N	6	3		N	4	Y		
BTSO.INVH.TOT	N	13	7	2	N	7	N		
BTSO.INVH.TCOST	N	11	6	2	N	14	N		
Total Record Size:		36	19						

BTSO.INVH.SO# - The order number

BTSO.INVH.INV# - The invoice number

BTSO.INVH.TOT - The total invoice amount

BTSO.INVH.TCOST - The total invoice cost

Schema: BTSOSS Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTSO.SS.SO.NUM	N	6	3		N	1	Y		
BTSO.SS.SNUM	A	12	12		N	4	N	Y	
BTSO.SS.INVNUM	N	6	3		N	16	N		
Total Record Size:		24	18						

BTSO.SS.SO.NUM - The order number

BTSO.SS.SNUM - The item serial number

BTSO.SS.INVNUM - The invoice number